

Resume Tips

Name and Contact Section

- ☐ Put full name in header
- ☐ Make sure first and last name is in big font
- ☐ Right below header include address and contact info
- ☐ Don't need to include full address only include city, state
- ☐ Make sure to include your phone number and email

Education Section

- ☐ Include major, school, GPA, expected graduation date
- ☐ Education section can either be right after your name and contact info or can put as the last section in your resume
 - Sometimes recruiters might say they don't have a job for a BME major, but if they read all your experiences first they might realize that you are qualified for the job even if it isn't traditionally for BME majors

Work Experience and Extracurriculars

- ☐ Use bullets, don't use paragraphs
- ☐ Make sure bullets are clear and concise that hook the recruiter
- ☐ Start each bullet with an active verb
- ☐ Each bullet should fit in one line
- ☐ Use 5 3 1 rule when describing each experience
 - If the experience is really interesting = 5 bullets
 - If the experience is kind of interesting = 3 bullets
 - Old experience / not interesting = 1 bullet
- ☐ Add numbers/statistics where you can ex. "Improved accuracy of sensor to 90%"

Formatting

- ☐ Clearly divided sections
 - Use bold, italics, indents and uppercase letters to your advantage
- ☐ Consistent format
 - If you list your job title before the location for one experience you must do it for all
 - Make sure indents are the same
 - Use space wisely
 - Don't have large empty spaces
 - Make sure to have enough space between sections that it is easy to read

Resume Versions

- ☐ Have one generic resume
- ☐ For each job you apply to catch keywords from description and mention those keywords in your resume where applicable
- ☐ Choose experiences wisely to fit each job description

Do's and Don'ts

Do include...	Don't include...
Single line bullets	Too many paragraphs / No bullets
Easy to read formatting	Inconsistent formatting and empty space
Professional and technical skills	Art and headshots
Professional Tone	Hobbies... unless they are tied to a skill