

Handshake Resume Rules – for Resumes Uploaded to or Built in Handshake

FORMAT

Employers **prefer a one page resume** for a quick and easy review of your qualifications:

- To keep to one page, use 10 point font & margins of .6 at smallest; headings (Objective, etc.) can be 11 to 12 point font.
- If needed, make header two lines to keep resume one page: Name in 14 to 18 point font; contact info in 10 or 11 point min.
- Type as a **regular Word document** and adjust font size, spacing, and margins to keep to one page.
- If resume must be two pages, on 2nd page, put name in upper left corner and “Page 2” in upper right corner.
- **DO NOT LIST REFERENCES ON RESUME** – see [Build Your Resume](#) page and scroll down for how to handle references info.
- **DO NOT USE “I” or “my” on a resume** – instead, start with the verb: (“Assisted with...” instead of “I assisted with...”).

CATEGORIES AND CONTENT

See **SAMPLE RESUMES** in HANDSHAKE. Also access [BUILD YOUR RESUME](#) & [COVER LETTER](#) for more samples and Resume FAQ’s information.

OBJECTIVE

- An OBJECTIVE mentioning your top three skills, and possibly type of work you’re targeting, is recommended.

EDUCATION

- **NOTE: Bachelor of ___ or Master of ___ or Associate of ___ is correct – not “Bachelors” of ___ or “Master’s” of ___.**
- MAKE SURE YOUR DEGREE INFORMATION IS CORRECT – FOLLOW FORMAT BELOW:
 - Bachelor of Arts, Communication – concentration in Public Relations**
 - Southeastern Louisiana University, Hammond, LA
 - Graduation Date: **Put month and year, no comma in between** GPA: **List if 3.0 or above**
 - If you are not sure of your Graduation Date, you may put “Anticipated Graduation Date: **Month and Year (no comma).**” **Remember to update** by removing “Anticipated” once you are certain about the date.
 - Coursework Includes:** **List course titles but not course numbers – to illustrate your knowledge base**
 - Special Projects Include:** **Describe any course projects, their purpose, and results**
- Note:** The last two items above are optional and recommended for current upper-class students and recent graduates.
- Put **EDUCATION** section near top of resume so employers can quickly see you have/are getting a college degree. Highly experienced alumni may locate their education section near the bottom in order to emphasize their experience.
- **FRESHMEN:** List your Southeastern education information as described above even if you just started SELU, if you have chosen a major; if you haven’t chosen a major, list as follows: **Currently Enrolled, Freshman, Fall 2015 – present**
- **FRESHMEN:** Listing high school information is optional. List it if you were involved in many activities, and list name, city, and state of high school, and your activities, **BELOW** your SELU information. You may remove once you are a college graduate.

SKILLS SUMMARY (can also be called “KEY QUALIFICATIONS,” “PROFESSIONAL SKILLS,” etc.)

- Create a SKILLS SUMMARY with bulleted statements to emphasize your qualifications:
 - List personality traits, and knowledge and skills developed in school or work experiences
 - Computer skills include: Microsoft Office - Word, Excel, PowerPoint (list computer skills)
- If starting a Skills Summary or job description statement with a verb, don’t put an “s” at the end of the verb.**

EXPERIENCE

- List most recently held job first, and the rest in reverse chronological order; list company/organization name, city and state, job title, and employment dates (months and years; no comma in between). **DON’T LIST COMPANY ADDRESS OR ZIP CODE, and DON’T LIST SUPERVISORS &/OR PHONE NUMBERS** (supervisor information goes on your references page).
- You may write job descriptions as “paragraphs” instead of bulleted statements – to keep resume to one page.
- Access **O*Net**, click on “Find Occupations,” and type your job titles, for tasks performed: <http://www.onetonline.org>
- List internships - with job descriptions - under Experience;
- Student organizations may be listed here if you were an officer with extensive responsibilities and/or accomplishments.

ACTIVITIES & HONORS

- List student organizations and offices held, if any, and honors or awards.
- You may also provide a brief description of your duties in student organizations or volunteer roles.