

## FORMAT

### EMPLOYERS PREFER A ONE PAGE RESUME FOR A QUICK AND EASY REVIEW OF YOUR QUALIFICATIONS

- Use 10 point font and all margins of .7 or .6 with headings (Objective, Education, etc.) in 11 or 12 point font
- Make header two lines to keep resume one page: Name in 14 to 20 point font; contact info underneath in 10 or 11 point
- If using a resume template with pre-set formatting and can't adjust to one page, type resume as a regular Word document
- **DO NOT USE "I" or "my"** – instead, start statements with verbs ("Assist with...", "Provided...", or "Responsible for...", etc.)
- **DO NOT LIST REFERENCES** – put on separate page, same header as resume; submit only if job ad asks; bring to interview
- **DO NOT INCLUDE A PICTURE** – an employer could discriminate based on your race or ethnicity

## CATEGORIES AND CONTENT

### OBJECTIVE

- An OBJECTIVE or PROFILE mentioning your top skills, and/or the type of work you're targeting, is optional.

### EDUCATION

- **MAKE SURE YOUR DEGREE INFORMATION IS CORRECT – AND FOLLOW FORMAT EXAMPLE BELOW:**  
**Bachelor of Science, Computer Science – Scientific Concentration**  
**(or Bachelor of Science, Information Technology – Minor in Computer Science)**  
Southeastern Louisiana University, Hammond, LA (can put this Southeastern line above the degree line)  
Graduation Date: Put month and year, no comma in between GPA: List if 3.0 or above or list Major GPA if overall GPA is less than 3.0 but Major GPA is 3.0 or above

### PROJECTS

Create this category for describing any computer science projects completed, and their purpose and results. EXAMPLE:

#### **TicketMaster January 2018 to May 2018**

Developed a single page application for purchasing concert tickets using Service Oriented Architecture. Worked with the ReactJs for the front end of the website. Auto generated Qr code to store the information about the ticket purchased.

**Technology Used:** ASP.NET Core Web API, Entity Framework, ReactJs (put Technology Used on a line by itself so it's easier to see)

### SKILLS SUMMARY (may also be called "KEY QUALIFICATIONS," "PROFESSIONAL SKILLS," etc.)

- This category is can be used to list some personality characteristics and/or acquired skills such as communication, teamwork, leadership, planning and organizational skills, analytical skills, etc.
- You can also use it to list knowledge, skills and experience specifically related to your career goal, such as:  
**Programming Languages, Framework & Libraries, and Tools** – or, list these in a separate section of the resume

### EXPERIENCE

- List jobs in reverse chronology of dates (i.e., most recent first). List job title, company/organization, city, state, employment dates (months and years; no comma in between). DO NOT LIST STREET/MAILING ADDRESS/ZIP or SUPERVISORS' INFO.
- You may write job descriptions as "paragraphs" instead of bulleted statements – to keep resume to one page
- For assistance with writing job descriptions, access **O\*Net**, click on "Find Occupations," and type your job titles, for tasks performed and knowledge and skills utilized: <http://www.onetonline.org/>
- **List internship experience as a "regular job," following the guidelines above**
- You may create two categories: **RELATED EXPERIENCE** (or, for example, **TECHNOLOGY EXPERIENCE**) - list experiences directly related to major/career goals, and **ADDITIONAL EXPERIENCE** - list other jobs (to keep resume one page you may delete descriptions for jobs under **ADDITIONAL EXPERIENCE** and list job title, company, location, and dates of employment)

### ACTIVITIES & HONORS (may also be called HONORS AND AWARDS, ACCOMPLISHMENTS, COMMUNITY SERVICE, etc.)

List student organizations and any offices held; honors or awards; and volunteer experiences. You may also add a brief description of your role. **EXAMPLE:** Association of Computing Machinery, Vice President, Spring 2020 - present. Women in Technology. Upsilon Pi Epsilon honor society; President's List, Spring 2020, Fall 2019. Dean's List, multiple semesters. TOPS Scholarship. Volunteer Tech Support, Habitat for Humanity.

## Cover Letters

It is generally recommended that you accompany your resume with a cover letter (aka “letter of application”) **tailored to the position and company/organization**. If an online job application isn’t set up for submission of a cover letter, don’t try to send one. **It also isn’t necessary to bring cover letters to career fairs - employers understand you will be interacting with many employers.**

### Benefits of a Cover Letter:

- It allows you to emphasize and/or expand on information from your resume, and to describe how your qualifications specifically relate to, and are in support of, the requirements of the position you are targeting.
- It is representative of your written communication, conceptual and critical thinking skills, and attention to detail.
- If you are making a career change, a cover letter allows you to describe your thought processes and decision making skills regarding the transition (whether by choice or you are terminated from a job and are going in a new direction).

### Cover Letter Format

- **Header** - Use the same header (name and contact information) for your resume, cover letter, and references page.
- **Length** - Limit your cover letter to one page with three to five paragraphs (10 point to 11 point font looks best).
- **Method of Sending** - Email cover letters can be sent as an email attachment or as the body of your email; check company job application guidelines for method of sending they prefer.
- **Format for Emailing as Body of Email** - Subject line should contain position title and your name (e.g. “Software Engineer Position – Jane Jones”). Create and save letter on your computer; copy and paste into body of email.
- **Format for Attaching Cover Letter** - Subject line should contain position title and your name (e.g. “Software Engineer Position – Jane Jones”). Body of email should state: “Dear Mr./Ms. [contact name] (or salutation recommended below if you don’t have a contact name) then “I have attached my resume and a cover letter for [job title].”

### Cover Letter Content

Include the date, contact name, title, company/organization name and address. If the name of a contact person is not available, the salutation can be: "Dear Human Resources Director," "Dear Hiring Manager," "Dear Recruiter," or "Dear Search Committee Chair."

- Sentence structure - DO NOT start every sentence with "I" - instead, vary the sentence structure.
- **1st paragraph** - State how you learned of the position, and mention position title and company or organization name. NOTE: If you are applying for any position for which you may qualify, you may state this.
- **2nd paragraph** – Describe recent accomplishments such as getting your college degree, and what you learned/skills developed in your program of study, course projects, extracurricular, work and/or internship experiences, that relate to the position. Or, if transitioning to a new type of work or industry, explain your rationale for making that change.
- **3rd paragraph** - Indicate WHY you want to work for them. Mention two or three reasons – positives you learned of through researching the company/organization’s website, and any first hand experiences with the company, its products or services.
- **4th paragraph** - Tactfully suggest your availability for an interview as well as how, and the best times, you can be reached.

## References

**References:** Those in supervisory positions who can comment on your performance in work, academic, or extracurricular settings.

- **References are a page separate from resume, with same header as resume, and REFERENCES underneath; no page #.**
- It also isn’t necessary to list “References Upon Request” on your resume; use this space for more relevant info.
- Do not include references page with resume unless job ad requests it; instead, bring references page to the interview.
- **Three to five** is an appropriate number to list. List each reference's name, current job title (in parentheses following this you may list the place of employment you shared, if they no longer work there), place of employment, city, state (mailing address and zip code not necessary), and work telephone number (not personal number unless reference suggests it).
- **Always ask permission to list someone as a reference; give them a copy of resume to refer to if contacted by employer.**
- Character references (e.g., a friend, minister of your church, etc.) should be avoided unless you performed work for them.

### Letters of Reference or Recommendation

Most companies/organizations are only interested in a references page, not letters of reference (also sometimes called “letters of recommendation”). However, if a job ad asks for letters, follow the recommendations above for the references page, including addressing letter to the contact person listed in the job ad (or one of the suggested cover letter salutations above, rather than “To Whom It May Concern”). It should also be tailored by mentioning the job title and company/organization name.