

## Tips for Getting Started on your Resume

To get started, visit the [Career Center website](#) for sample resumes.

Keep in mind that resumes vary from person to person based on your individual interests, skills, and experience, but there are general guidelines to writing a professional resume. Review the tips below after you've created your resume to make you're on the right track.

Once you've created your resume, it is highly recommended that you have your resume critiqued by Career Center Staff. To do so, email it to: [careercenter@camden.rutgers.edu](mailto:careercenter@camden.rutgers.edu) (Word Doc preferred) or drop it off at the Career Center, lower level of the Campus Center.

### RESUME BASICS

- Ensure your **NAME, EMAIL ADDRESS, AND PHONE NUMBER** are clearly listed at the top of the page.
- Stick to **ONE PAGE**, especially for an entry-level resume.
  - If your resume does go to two pages, it should fill at least half of the second page and include relevant information.
- Resumes should always be formatted with the **MOST RECENT INFORMATION FIRST**.
  - Use past tense for positions that you no longer hold and current tense for positions you still hold.
- List your **EDUCATION AT THE BEGINNING OF YOUR RESUME**, unless you are an alumna with at least one professional job.
  - Be sure to include your degree, **MAJOR** and **EXPECTED GRADUATION DATE**. Be sure you know which degree you will receive (such as BA or BS).
  - **OMIT** your **HIGH SCHOOL** education.
  - Include **ASSOCIATE'S DEGREE** information. If you transferred from another school without earning a degree, you do not need to list that information.
  - **LIST** your **GPA** if it is a **3.0 OR BETTER**.
- Be extremely selective when including information such as hobbies and experiences from high school.
  - Include them only if you have won awards, achieved a significant milestone or demonstrated leadership through these activities. Considering removing them as you approach graduation. They should be replaced with activities or experience from college.
  - Examples that you can include: achieving Eagle Scout, becoming a black belt, or serving as captain of the softball team.
  - If your hobby/interests relate to the job, then include them. For example, you are applying to work at MTV and you play in a band.

## WHAT TO INCLUDE & WHAT TO AVOID

- **AVOID USING A VAGUE OR GENERIC OBJECTIVE**, or one that states the obvious, such as:
  - *Use my skills and experience to improve your company.*
  - *Seeking a challenging position that offers professional growth.*
  - *To obtain a marketing internship at Subaru.*
- Use an **EMAIL ADDRESS** that is **PROFESSIONAL** and one that you check regularly. Ideally, your email address should include your first and last name.
- **HIGHLIGHT ACCOMPLISHMENTS** instead of duties.
  - Avoid using phrases like "Responsible for" and "Duties included."
  - **OMIT PERSONAL PRONOUNS** like I, me and my.
- Include the **CITY** and **STATE** (or country if not in the United States) with all schools and jobs.
- **DO NOT** include the statement "References Available Upon Request."
- **INCLUDE** recent volunteer work, professional associations, and awards/recognition.
- For students originally from other countries, particularly if you have international work experience or education: If you are authorized to work permanently in the United States, consider adding the statement "Eligible to work permanently in the United States" or "Work Authorization: US Citizen" to your resume.

## FORMATTING

- **CHECK FOR TYPOS!** Also look for spelling and grammatical errors.
- Ensure your resume is **EASY TO READ** and that the most important information stands out. Use the fewest words possible to convey your point.
- Ensure **CONSISTENT FORMATTING** including font sizes, typefaces, and punctuation.
- Using multiple columns and images may make your resume difficult for job application software programs to read.
- **CAUTION! Be careful using templates you find online or from Word/Pages.**
  - Be sure to consider if they are a good fit for your level of education and experience.
  - Templates from word processing programs are often difficult to edit and many are not designed for college students/recent graduates.