# General Resume Tips

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**Resume Tips and Guidelines**

University Career Services

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**Formatting Tips**

* Your resume should be no more than 1 page
* Font sizes should be no less than 10pt
* Ensure that you are using reverse chronological order (most recent to least recent) to list your experiences in each category
* Do not use a pre-made template and unless otherwise noted by your industry, use an easy-to-read black font and white paper
* Use consistent bullet points and bolding/italicizing for distinction among sections

**Contact Information**

* This should always be included on the top of the page with a current phone number, professional email address, and URL to your LinkedIn profile

**Statement of Qualification**

* This is a statement that highlights your skills as well as catches the reader’s attention to continue reading the rest of the document.
* Your resume may not contain this section as you are refining your skill set through your education, but it is good to keep in mind as you move forward toward your professional career.

**Education**

* Highlight your degree(s) in progress and earned
* Include GPA if it is over a 3.0 as well as any academic honors/awards and study abroad experiences

**Experience**

* This section will be the bulk of your resume and may take on many sub-sections (Relevant Experience, Work Experience, Leadership Experience, Research Experience, etc.)
* Your bullet points should be clear and concise statements describing the daily functions of your role—always start with a strong action verb!
* For each experience, make sure that you include the company/organization name, your title/position, the location, and the date range in which you were active
* Each experience should typically have 3-5 bullet points that will give the reader a good mental image of your role

**Activities**

* Include all significant involvement (campus, community, volunteer) that you are able to discuss through examples

**Skills**

* This section should contain “hard skills” in this section—these are tangible skills and may include computer/technical competencies, languages, or specific certifications you have earned