

10 Tips for a Great Resume

(updated July 1, 2025)

1. Don't aim for perfection - aim for professionalism.

A resume should be clean, free of errors, and easy to scan. Keep it to one page in most cases. Don't spend hours obsessing over every word; instead, focus more of your time networking and applying to jobs.

2. Follow the 3-Hour Rule.

For every 100 hours you spend on the job search, only about 3 of those should be spent on your resume. It's important - but networking and outreach matter even more.

3. Make it easy for the employer.

Your resume should be easy to read and clearly aligned with the position. Ask yourself:

- a. What are the core qualifications for this job?
- b. Which of my skills or experiences match those qualifications?
- c. Have I clearly shown those on my resume?

4. Organize for readability.

Use a simple layout with clean fonts (10–12 pt), logical headings, and margins of at least 0.5". Start with the most relevant information and use white space to avoid visual clutter.

5. Start your Education section strong.

List your current or most recent degree first, along with the expected graduation date.

6. Include relevant work experience.

Whether paid or unpaid, start with your most recent role. Include your job title, organization name, location, and dates, followed by 2 - 3 bullet points that describe what you accomplished. Use numbers or percentages when possible.

7. Add other relevant sections.

Consider headings like Certifications, Internships, Licensures, Volunteer Experience, Community Involvement, or Relevant Coursework - especially if they align with your major or career goals.

8. Tailor it to the job.

Don't use the same resume for every application. Adjust each version to highlight keywords, skills, and experiences that match the specific job description.

9. Ask for feedback.

Have a career coach, professor, or professional in your field review your resume. A second set of eyes can catch errors and offer valuable suggestions.

10. Proofread - more than once.

Typos and formatting issues leave a bad impression. Review your resume carefully, and then review it again.