



TWC | Resume Guidelines

Tips and Best Practices for an Effective Resume

Resume Sections

- Contact Information (name, address, email, phone number)
- Education
- Academic Honors / Awards
- Work Experience, Professional Experience
- Leadership Experience, Community Leadership (volunteerism), Campus Leadership (clubs and organizations)
- Skills (computer skills, language ability)

Contact Information

- This is your resume's header
- Make sure your full name is the largest item on the page
- Use a professional email address (FirstName.LastName@gmail.com)
- Include your phone number with area code

Education

- Put your home institution first. If you've already graduated, put your highest level of education first.
- Put the month and year you will be graduating or graduated (i.e. Anticipated May 2016)
- Use your school's official name.

Academic Honors/Awards

- List awards & honors in the Education section if they are all school-related
- Mention how long you have held the honor: for example, "Dean's List (four semesters)."
- Highlight scholarships – please do not include monetary value of the award

Work Experience (or Professional Experience)

- List your experience in reverse chronological order (most recent first)
- List 3-5 bullets per position
- Use present tense for current duties and past tense for past duties

Leadership Experience (or Community Leadership, Campus Leadership)

- Format and write about extra-curricular activities the same way you would your work experience
- Do not include high school activities

Skills

- Include any computer software or programs relevant to a potential internship
- Describe language proficiency with words like “Basic,” “Proficient,” “Conversational,” “Fluent” or “Native”

Formatting Best Practices

- **Keep your resume to one page**
- Make good use of your white space by keeping your margins between 0.5 and 1 inch
- Use a 10-12 pt. conservative font for the body of your resume
- No photos, please!
- Make sure you are consistent in your formatting (for example, use the same font throughout)
- Be consistent in how you format locations and time periods