

# Resume Tips

## General Resume Tips:

### Formatting

- Try to keep the resume to 1 page (2 only if you have worked in the industry for 5 years or more)
- Keep format consistent throughout the document; use bold type consistently
- Avoid fancy or difficult to read type
- Bold or capitalize section headings to make them stand out; headings should be centered or on the left
- Single space within sections
- Keep font between 10-12 pt. (except for your name)
- When a hardcopy resume is needed, use standard 8.5 x 11 paper in white or ivory only

### Content

- Tailor your resume to the position you are seeking; have different resumes for different positions
- Be positive. Sell yourself and your accomplishments. Leave out negatives.
- Be descriptive. Quantify information wherever possible
- Leave out personal information (e.g. marital status, weight, non-smoker, etc).
- Be honest; do not exaggerate
- Do not put "References Available" on your resume
- Avoid Abbreviations

## Tips for each section of your resume:

### **BOLD AND CAPITALIZE YOUR NAME**

Include your mailing address

Phone number

Email

**Objective** Your Objective should be concise and clearly defined

**Education** Start with the institution that awarded your degree. For the location, only include the city and state.  
**Followed by the type of degree in bold** and graduation date or target date if you have not yet graduated  
Put Minors/Areas of Concentration on a separate line from your major  
List your GPA, even if it is below a 3.0

Do not include your high school diploma unless you are a 1<sup>st</sup> year student or the position requests this info.

**Relevant Courses** Only include relevant courses if you are applying for a technical position or you need to fill space  
(You can list this information under your education). It is also helpful to include this information if you are in a general degree program, such as Aerospace Studies or Aeronautics.

**Work Experience** Use the full names of companies you have worked for. For the location only include the city and state.  
**Put the position you held in bold**, Date format should be Month, Year to Month or Year.

- Use bullet points to summarize information, bulleted points are not complete sentences and do not need punctuation; do not write in paragraphs
- Use action verbs to describe your background
- Keep statements brief (under 12 words) if possible
- Be specific and give examples
- Stress your achievements
- Job experience should be listed with the most recent job first
- Leave out salary requirements

**Skills** *Computer* – List skills in order of your expertise with them

**Activities** Activities should be listed last in most cases.  
Avoid listing dangerous sports or hobbies, especially when seeking a pilot position.