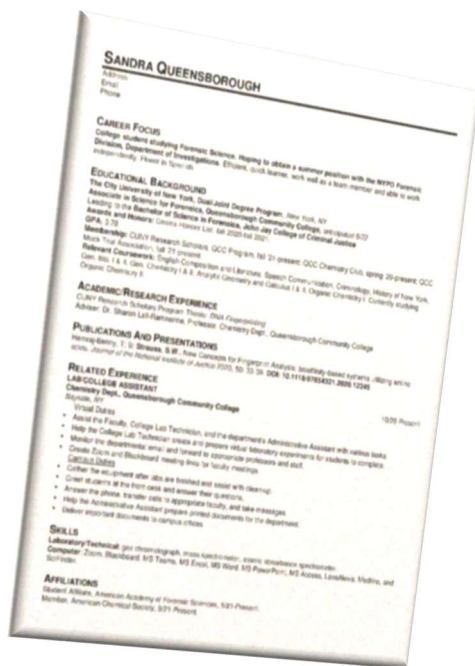# THE QCC OFFICE OF CAREER SERVICES

RESUME WRITING

● A resume is an outline of your professional experience that showcases your work history, skills, accomplishments, and other relevant information. It is a representation of you on paper and will help an employer or scholarship panel decide if you are a good candidate for their specific position, internship, apprenticeship, or academic opportunity.

● Your goal is to entice the employer to invite you in for an interview (remote or in person) so that you can convince them that you are the right person for the opportunity.

THE BASICS

● Your resume should be neat, clean, and easy to read.

● You should <u>customize</u> your resume for each position and opportunity. What are the specific requirements of the position, internship, or job?

● Make sure that you highlight the <u>skills and competencies</u> emphasized in the job posting or application. Include <u>key words</u> that are used in the job description.

● Your contact information should include: Your name, phone number and email (your phone and email address should be professional). Gmail seems to be preferred.

● List your academic and work experience in <u>reverse chronological order</u>.

● Place the most relevant information at the beginning of each job description.

● The formatting of your content should be consistent. How are the dates written? Consider how you are using uppercase and lowercase letters throughout your resume. It's best to use size 12 font, although your name can be size 14 so that it stands out.

● Use a font that is ATS (Applicant Tracking System) friendly. Examples are Calibri, Arial, and Tahoma. It's best not to use Times New Roman or fonts with seraphs.

● As an undergraduate, your resume should be no more than one page but if you have considerable experience your resume can be a page and a half.

● This may seem obvious, but make sure the word **Queensborough** is spelled correctly on your resume. Always check your spelling. Employ another pair of eyes to proofread. Four eyes are always better than two.

● Print your resume on one side of the paper using a good quality printer and use white paper.

Specific Sections of the Resume Can Include:

● A Profile (Professional Summary/Career Focus); Education (Only list GPA if it is a 3.0 or above); Awards & Honors; Relevant Coursework; Internships; Licenses & Certifications; Experience, Research Experience; Additional Experience; Skills; Additional Skills; Community Service; Affiliations; Interests.