

General Résumé Writing Recommendations CU Denver Career Center and Writing Center

Visual Style

- Set margins to .75" – 1". Use the "Moderate" layout in MS Word's page layout tab.
- Use only one font throughout the body except in the case of the header.
- Use black-and-white text only; avoid colored fonts or paper.
- Date formats should be consistent: 05/13 or 5/13 or May 2013.
- Be consistent with placement of dates.
- If submitting electronically, use a sans serif font, such as Arial or Calibri throughout.
- If submitting in hardcopy, use a serif font, such as Times New Roman or Cambria.
- Minimize the use of underlining and italics except for publication names/titles.
- Use a 10-12 point or larger font size. 11-point font is recommended for the body.

Style for Headings

- Choose from bold, enlarged font, all caps or small caps to make the headings stand out.
- Format headings block left or center.
- Avoid using columns or tables.

Writing Style

- Begin each bullet with an action word (active voice).
- Be consistent with elements such as periods at the ends of lines.
- Use numerals (1, 2, 3) instead of writing-out numbers.
- Keep lists to less than 5 bullets: avoid using sub-bullets.
- Be consistent with the use of bullets.

Header

- Place your name at the very top of the résumé in a font size larger than the body of the résumé.
- Provide only one street address, phone number and email address.
- Phone numbers and email address don't need to be titled "email" or "phone."
- Include a line to visually divide the header from the body of the résumé.
- Use a professional-sounding email address (john.smith@gmail.com).
- Remove the hyperlink in your email address: right click to remove it.
- Only provide creative "branding" (pictures, designs, or taglines) for opportunities where creativity is a commodity to be sold, such as graphic design and art positions.

Objective and Summary/Profile

- The objective shows what position you are applying for.
- The summary or profile shows how you match the qualities the employer is seeking.
- Be specific and tailor to the job posting.
- Use industry-specific keywords.
- Be concise.
- Use strong descriptive statements: do not use first person pronouns (I, me, myself).

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Education

- List your education first unless your work experience is more impressive and recent.
- List school name, degree or major, and dates of attendance or graduation date if graduated or within one year of graduation.
- List education experiences starting with the most recent (reverse chronological order).
- Date formats should be consistent: 05/13 or 5/13 or May 2013.
- Consider phrasing such as “Pursuing BA in . . .” or “Estimated May 2013.”
- Consistently spell out or abbreviate degrees (Bachelor of Arts or BA or B.A.).
- Provide relevant projects and courses; limit to 6-8 in column format.
- Include coursework only on an internship-focused résumé when specifically requested in the job description or when there is no other relevant experience.
- Consider noting a GPA of 3.5 or above.
- Note program-related and/or national merit-based honors.
- Limit use of minor honors such as Dean’s list; let your strong GPA speak.

Professional Experience (Recent, Relevant, or Related)

- Provide the name of the company/organization with the city and state.
- Provide the title of your position with the month(s) and year(s).
- Date formats should be consistent: 05/13 or 5/13 or May 2013.
- Incorporate keywords found in the job posting.
- Include volunteer experience if relevant.
- Use a section title such as “Relevant Experience” if relevant experience is scattered throughout résumé or occurred a long time ago.
- There may be value in showing non-related positions to demonstrate work ethic or working while attending school to pay for tuition.
- Consider using an “Additional Experience” section to include other jobs if they have relevant transferable skills.
- List the employers’/managers’ names or contact information on a references sheet, not on your résumé.

Technical Skills

- List common computer skills such as Word or internet browsers ONLY if listed on the job posting and required for the position.
- Provide only industry or position-specific skills.

Other Considerations

- Make sure your voicemail message is professional and clear.
- Include an Honors section if you have multiple, impressive honors such as leadership or holding offices with name-worthy organizations.
- Be sure to proofread carefully.
- Have multiple reviewers edit your résumé.
- Omit the “References upon Request” line and do not list references.



Tivoli Student Union, Suite 267
Phone: 303.556.2250
Web: ucdenver.edu/careercenter



North Classroom, Room 4014
Phone: 303.556.4845
Web: writingcenter.ucdenver.edu

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