CHILL

Resume Writing

The first step in preparing for the workforce is creating a resume.

DO'S

- Create a 1-page resume using an online, editable template (Canva, Google Docs, and MS Word are great options)
- Use a professional-looking email address
- Ensure clarity and accuracy in job titles and descriptions
- Save your resume as a PDF
- Show interests to give interviewers a personal connection point
- Be honest about dates and roles
- Proofread your resume thoroughly before submitting

DON'TS

- Don't overstate your GPA; list your GPA exactly as it is
- Don't exaggerate - if you were "President" of a club with only two members, reconsider including it
- Don't downplay your achievements
- Avoid overused phrases such as "team player" and "hard worker"
- Leave out any negative statements about previous schools/employers