

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 1st 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.