

# Undergraduate Résumé Tips: 310

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Your resume should contain the following sections:

- **Contact information:** name, address, telephone, email at the top
- **Education:** full school name (California Polytechnic State University), major, minor, type of degree (example: Bachelor of Science in Mechanical Engineering), GPA if it's 3.0 and over, or if the company wants it, expected date of graduation
- **Paid experience:** company (employer) name, position, duties, skills used, city, state, dates; but not street address or manager's name. Tailor your details here to the target employer. Use quantifiable data.
- **Unpaid experience** (as relevant): name of class, project, non-profit organization, affiliations, societies, etc.; skills or duties used and learned (see ideas below). Tailor your details here to the target employer. Use quantifiable data.
- **Remember the following on your résumé:**
  - AVOID MICROSOFT *WORD* TEMPLATES
  - For legibility and clear copying,
    - Use easy-to-read font—10 point minimum—and plain paper
    - Don't use underlining or blue ink
  - Avoid hyphens for bullets unless you are writing a scannable résumé
  - Use reverse chronological order for job and education entries (usually)
  - Use telegraphic style to save space (omit, *the*, *a*, *and*; use partial sentences)
  - Use parallel grammar among the entries
  - Write out most abbreviations: Bachelor of Science, Bachelor of Arts; but not postal codes or very common abbreviations: CA, CPR, GPA
  - Fit on one page or make sure the most important information appears on the top page
  - Usually omit high school in education section (especially after your 2<sup>nd</sup> year in college)
  - Tailor the job objective to a particular company and position
  - Don't list reference information (people who will give you positive recommendations) on the résumé. Some sources recommend you eliminate the line saying "References available on request."

**Use some of these ideas for enhancing your resume:**

- Make a section for unexpected coursework relevant to the position you are applying for
- Include second language skills and/or any study abroad
- If you are paying for any part of your education yourself, state that
- Include awards, achievements, and community service
- Make a section for computer and/or software skills
- Remember that experience can come from an unpaid position also. Some people separate their resumes into academic experience and work experience sections. That way they can include lab projects, travel, group reports, internships, co-ops, and other relevant experiences.