

Undergraduate Résumé Tips

Your resume should contain the following sections:

- **Contact information:** name, address, telephone, email at the top
- **Education:** full school name (California Polytechnic State University, San Luis Obispo), 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:** position, duties, skills used, city, state, dates; but not street address or manager's name
- **Unpaid experience** (as relevant): name of class, project, non-profit organization, etc.; skills or duties used and learned (see ideas below)

Remember the following on your résumé:

- Avoid *Word*TM templates
- For legibility and clear copying,
 - Use easy-to-read font— 10 point minimum—and plain paper
 - Maintain a minimum of 3/4" margins
 - 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
- 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 2nd year in college)
- Include an objective if you are taking your résumé to a job fair

Use some of these ideas for enhancing your resume:

- Make a section for 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
- Add details to your job descriptions: customer service, data entry, managing, collaborating, accounting
- Include awards, achievements, and community service
- Include affiliations: Phi Beta Kappa, Society of Women Engineers, Future Truck
- 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.

Don't forget to include the collaborative technical report you are writing for this class!
