

RESUME BUILDING

▶ STEP 1

List all of your most recent and most relevant extracurricular activities, work experiences (jobs, internships, practicums, etc.), volunteer work and education. For each experience, add 2-5 bullet points describing your tasks, technical skills utilized and/or accomplishments. Use action words to start of each bullet point. A list of action words can be found in the [Resume Guide](#).

▶ STEP 2

List all of your hard skills and certifications. Use the following website for a definition of hard skills and examples: www.indeed.com/career-advice/resumes-cover-letters/hard-skills-vs-soft-skills

▶ STEP 3

Use the Career Services and Advising Center Resume Guide to put all of your experiences, education and skills together.

▶ STEP 4

Use the following checklist to ensure that all relevant information is present.

Contact Information

- Full name (larger font than rest of resume)
- City and Zip Code (do not include full address)
- Best phone number you can be reached at
- Professional email
- Link to LinkedIn or professional website/portfolio if applicable

Education

- Institution(s)
- Anticipated/past graduate date
- Location
- GPA if a 3.0 or above
- Dean's list or President's list if applicable
- Relevant courses if desired

Work Experience/Extracurricular Activities

- Company/Program, Location and Dates worked included for each experience
- Job Title/Role included
- 2-5 bullet points describing relevant responsibilities

Skills

- Only hard skills listed
- Divided into different categories (Computer skills, Languages, Certifications)

▶ STEP 5

Upload your resume to **Handshake** to be approved by the Career Services and Advising Center.

To upload your resume, create or log in to your Handshake account. Once logged in, click on the profile icon on the right upper hand corner and click on My Documents and upload the resume. Make sure the resume is labeled Last Name, First Name.

If your resume requires any changes, an Academic and Career Advisor will contact you to set up a follow-up appointment for revisions.

FOR MORE INFORMATION, CONTACT

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