



## ORGANIZATION

Organize your resume with clear and distinctive sections:

- Headline with your brand (“Hydraulic Project Manager”) instead of the word “Summary” or “Qualifications Summary” at the top
- Experience sections can include full-time, part-time, internship, leadership roles, and projects
- Experience and Education should be listed in reverse chronological order

## CONTENT

Writing should be crisp, concise, and compelling:

- Use **Power Bullets** to write bullets to show your impact, instead of listing every task you performed
- Keep things short. 1 page for every 5 years of experience is a general rule of thumb
  - Short paragraphs - no more than 3 lines
  - Short bullets - no more than 2 lines for each bullet
- Short lists of bullets - no more than 6 bullets for each job
  - If there are multiple projects within a long tenured job, use subheadings to categorize functions
- Use relevant and meaningful section headers
- Remove information not relevant to your objective
- Contact information only needs to contain your email, phone number, and customized LinkedIn URL

## DESIGN & FORMAT

Ensure the readability of your resume:

- Add a blank line between sections, jobs, and education institutions
- Equal margins on all 4 sides of the page (0.5”-1”)
- Consider using lines to distinguish sections
- Use tabs to align information on the page
  - Do not use spaces to align the dates to the right margin
  - Do not use text boxes or tables
- Maximum of 1-2 font types
  - Standardized fonts are best (Arial, Georgia, Cambria, Calibri, Garamond are safe choices)
  - If using 2 font types, make sure they are the same style font (serif vs. sans serif)
- Do not use shading

Schedule an appointment with a Career Coach for a resume review, after working on your resume in [VMock](#) and achieving a score of 70% or higher.