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CAREER

Quick Tips Resume

You need a high quality resume to get you in the door for an interview! The Office of Career Services can help you develop a resume that gets results.

GETTING STARTED – KNOW YOURSELF:

Make notes about your skills, strengths, accomplishments, education and experience.

Include applicable transferrable skills:

- Communication Skills
- Problem Solving / Analytical Skills
- Management / Leadership / Organizational Skills
- Academic Knowledge / Technical Skills

CONSIDER YOUR TARGET MARKET

- What **need** is the employer trying to meet?
- What are the **qualifications** for the job?
- What **skills** would you use?
- What **key words** are used in the job announcement?

FILL IN THE BLANKS

Most resumes should include the following information:

- Header – Name, address, phone, email
- Qualifications – Highlight your objective, skills and qualification
- Education – Degree earned, expected graduation date, course and project highlights. GPA is needed for some majors. Check Optimal resume samples or ask a career counselor
- Experience – Related paid and unpaid experience. Describe both duties and accomplishments
- Leadership – Membership in academic, professional or community organizations
- Professional Development – Attendance or presentations at conferences and trainings
- Community engagement – Volunteerism, including dates
- Award, recognitions, honors, scholarship – anything for which you've been recognized

PAGE FORMATTING TIPS

An employer's first look will usually be very quick. Make your resume easy to skim by using:

- Bulleted phrases to describe your accomplishments and experience
- Some white space along with text for margins and spacing
- Bold font used sparingly – for your name, job titles, degrees, headings
- Readable standard font: 10 to 12 point size for the body of the resume, 14 to 16 point for your name
- Concrete accomplishments and qualifications
- Quality print on white or very pale bond for resumes you hand employers at interviews and job fairs
- Save in a format any computer can open: .doc, .docx, .rtf

GET FEEDBACK

- Find resume samples and get formatting tips in the JobLink Documents Library
- Bring your resume to walk-in hours to be reviewed
- Call Career Services to set an appointment with a career counselor to talk about your job search

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