

RESUME GUIDE

A resume is a targeted summation of your education, skills, and experience. A great resume is easy to scan, highlights accomplishments, and concisely details your abilities. Outlined below are recommended sections of a resume.

Contact Information

- Use at least 14-point font for your name. Use your preferred name; given names are not necessary.
- Include a professional-sounding email address. (i.e. smithj@mail.middlesex.edu, smithj@gmail.com)
 - When applying to full time jobs, create a non-MCC email address to be used moving forward.
- Include your permanent and/or school address, providing at least a city and state.
- Consider including a link to your LinkedIn, GitHub, portfolio, or personal website.

Career Objective (Optional)

In 2-3 sentences, state who you are, what your major is/what you do, the type of job/internship you are interested in securing, what kind of skills/experience you possess, and how you can use them to support the success of the company. Remember, it's about what you can do for the company, not what the company can do for you.

Education

- The education section goes at the top if you are currently a student or recently earned a degree.
- If you transferred in, you may or may not include your previous school depending on its relevance or if you earned a degree.
- Include the name of your degree as it appears on your transcript, including minors and concentrations.
- Include your GPA if it is at or above a 3.0 and any academic honors (i.e. Dean's List).
- Related Courses – subsection of Education (Optional)
 - List 5-10 courses that are related to the position for which you are applying. List in order of relevance and consider dropping pre-requisite courses. Related courses should supplement your resume and "fill gaps" where you lack experience. You may include any course that will be completed by the position's start date.

Skills

Employers and hiring managers prefer candidates that have both hard and soft skills. Hard skills are specific skills and teachable abilities that can be measured, such as math and computer programming. Soft skills are more about your attitude and social skills, like communication and taking initiative. (For more information, see Technical Competencies & Professional Skills handout for suggestions.)

Relevant Experience

- List your experiences related to the position for which you are applying – most recent first.
- Include the name of the organization, city/state, dates – months & years, and your position title.
- List your accomplishments and responsibilities. Bullet format is preferred as it makes your resume easy to skim.
- Start each new line/bullet with a strong action verb. (See *Action Verb* handout). Use present tense for experiences you are currently in and past tense for experiences that have ended.
- Use the PAR method – Project/Problem + Action = Result.
 - Include results you achieved, the action you took, and the problem/project at hand.
 - Quantify when possible to make your point.
 - Name specific skills (software, languages, programs, tools, devices) employed to get results.
 - Ex.: "Collaborated with four-person team to achieve three times original power output based on simulator results for a small manufacturer of electronics."

Additional Experience

- Other experiences can tell an employer about additional skills and abilities you may have, too.
- Use PAR method – Project/Problem + Action = Result.



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Activities / Volunteer / Leadership

- Highlight your co-curricular experience. Clubs, teams, national societies.
- Organize by the relevance to the work you hope to do.

Content

- Limit to 1 page (Unless 10+ years of experience).
- Tailor the resume to the specific job.
- Put the most relevant information in the top 1/3 of the resume.
- Include enough white space so it is “scannable.”
- Spell out the numbers that are single digits, and write out

Format

- Be consistent in format and content.
- Save as PDF before submitting/sending.
- Save as “Your Name Resume.”
- Use a basic, readable font like Arial, Times, Cambria, Calibri, or Georgia. Size 10-12 font.
- ½ inch to 1-inch margins.
- 8 ½ inch x 11 in paper in white/off-white | black/gray print.

Student Name
City, State | Phone Number | Email Address

Career Objective
In 2-3 sentences, state who you are, what your major is/what you do, the type of job/internship you are interested in securing, what kind of skills/experience you possess, and how you can use them to support the success of the company. Remember, it's about what you can do for the company, not what the company can do for you.

Skills

- Keyword from job posting
- Relevant computer skills
- Soft skills (communication, teamwork, etc.)
- Another keyword from job posting
- Skills mentioned in job posting
- Skills specific to the job you're applying for

Education – List your education at the bottom of the resume if you are not a recent graduate

Name of Degree or Certificate
School Name, City, State

High School Diploma – This can be removed once you have college coursework, obtained a degree or certificate
Columbus Downtown High School, Columbus, OH

Work Experience

Employer, City, State
Job Title 7/2014-Present

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

Employer, City, State
Job Title 4/2010-6/2014

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

Volunteer Experience – optional section to consider adding if you have volunteer experience to include

Honors and Awards – optional section to consider adding if you have honors or awards to highlight

- Indicate when you are “expected” to graduate.
- RELATED COURSES can be listed or bulleted in columns if there is space and you want to highlight them
- You may want to place SKILLS below EDUCATION if you do not have experience yet
- Include 2-4 relevant academic or independent projects.
- Projects should include 2-3 action items.
- The most relevant experience should have 3-5 items.
- Use strong action verbs. See Action Verbs handout for suggestions.
- ADDITIONAL EXPERIENCE and ACTIVITIES sections should highlight other abilities and/or interests you may have. Describe activities if you have room, otherwise mention the organization and position.
- MEMBERSHIPS or CERTIFICATIONS are optional sections, unless relevant to the job.
- INTERESTS section is optional. It always appears last. You may want to mention hobbies or passions that make you unique.

DO NOT

- Use Personal Pronouns
- Include a picture
- Include age, sex, religion
- Abbreviate (If using an acronym, DO specify the first time it is used. Ex. Central Intelligence Agency (CIA))
- List your references on your resume. See *Reference List Handout*

To make an appointment, contact:
careerservices@middlesex.mass.edu
Lowell: Cowan Center G02
Bedford: Enrollment Building 106

