



# YELLOWSTONE

L A N D S C A P E

## Resume Tips

### Basics:

- Keep it on one page unless absolutely necessary to use two.
- Be honest. Someone will find out if you made anything up and you will lose credibility.
- Omit high school information unless it strongly relates to your objective.
- Stick with the same format throughout, as well as for the cover letter.

### Format:

There are three ways to format your resume:

- Chronological, which lists experiences from most to least current.
- Skill-based, which highlights your skills by organizing categories around major areas of accomplishment
- Combination combines certain parts of both chronological and skill-based formats. Many people are now using this format.

### Content:

- The heading should show your personal information, including your name, address(es), phone number, email address, and personal website if appropriate.
- Some people choose to use either an objective or a summary of qualifications.
  - The objective sets the tone for the resume by stating what you want to do and what skills you want to utilize.
  - The summary of qualifications usually consists of about 5 bullet points that show an overview of your experience, skills, and accomplishments.
- Education should show your education, GPA (if 3.00 or above), awards, scholarships, study abroad, and any special training or workshops

- Experience should include relevant experience of any work experience, internships, and volunteering. Always use active phrases to describe job duties.

#### Honors, Activities, etc

- Include anything that relates to your objective (and jobs you are looking for), especially leadership roles.

#### Key Skills

- This is the section where you can list languages you know, computer skills, communication skills, etc.
- Think about what skills future employers would be looking for- if you possess any, include them here!

#### References

- It is often suggested that you simply write “Available upon request.” Then list your references on a separate page you can give to potential employers if they ask. Be sure to get permission from these references and include their full name, job title, work address, phone number, and email.