

Résumé Template/Writing Guide 2017

Make **THE NAME** **BIG**.

Your résumé is a **marketing tool**, and your name is like your brand. Make it pop!

Email (hyperlinked)

address

phone number

OBJECTIVE – *Optional 1-2 sentences listing your goals. Can be a powerful way to brand yourself.*

EDUCATION - *When you are a current student and/or are applying for an internship, EDUCATION is typically the most relevant category and should be at the top.*

American University of Paris

Degree, expected graduation date

(dates on the right can save space and be easy to read)

- List honors, awards, GPA, provost's list when applicable
- Relevant coursework to the job/internship you're applying for (careful not to list every course though!)
- You may list accomplishments from extra-curricular activities here or in a separate "activities" category

Follow same format for other higher institutions. Include high school if freshman and/or if relevant.

EXPERIENCE – *should be tailored to desired position (i.e. "work experience", "international experience", "teaching experience") & is usually broken down into 2+ categories.*

Position title, company

city, date (month & year)

Use bold or font size to make the position title and company easy to read

- Start with an **action verb** to describe your **achievements** rather than listing duties
- Be **specific**: how much money did you raise? How much responsibility did you have?
- Focus on what you **accomplished & contributed**, not what you got out of the experience
- Be **concise** and include **key skills** from the job description when you can. Aim for 3-5 bullet points.

ACTIVITIES – *Second "experience" category should be tailored and follow the same format as experience*

- You can just list extra-curricular and volunteer positions, but try to highlight **accomplishments**
- You can also list your interests instead (Rock-climbing, biking, piano, musical theater...)

SKILLS

Languages: *list languages that you know and **proficiency** (basic, conversational, fluent...)*

Computer/IT: *list programs that you know, highlighting the relevant ones. Include proficiency if possible.*

Avoid "soft skills" (punctual, hard-working...) "Show, don't tell" through facts, your accomplishments.

OTHER OPTIONAL CATEGORIES: Honors & Awards, Publications, Interests, Summary of Qualifications or Profile (though not recommended since repetitive), additional industry-specific skills sections

Additional Tips:

- Use moderate margins and 11-pt font
- Often, "less is more." Your résumé should be concise, not repetitive or too long. **1 page** is standard
- Watch out for **key differences** for writing a résumé in French. See separate writing guide.
- No need to include references or "references available upon request"