

CAREER SERVICES

RESUME FORMAT GUIDE

(THIS IS NOT PROOF OF RESUME CRITIQUE)



TARLETON
STATE UNIVERSITY

Career Services

SUGGESTED CRITERIA	
Contact Information / Objective Goal: To ensure a reviewer can easily contact you and clearly understands your career objective.	Contact information includes name, address, email, and phone
	Name stands out on the resume (font size between 18-28)
	Provides professional email (remove hyperlink)
	Objective or Area of Interest is listed as the 1st section ¹
Education Section Goal: To convey academic qualifications and training.	Entries are listed in order of most recent to least recent
	Degree is spelled out (BS in Nursing = Bachelor of Science in Nursing)
	Graduation month/year are indicated
	Each institution includes name of university/college and location ²
	If listed, GPA is in correct format and above 3.0
Experience Section(s) Goal: To showcase your skills & qualifications, showing relevance to the position desired. <i>If functional style of resume is used, then Experience section is not required.</i>	Entries are listed in order of most recent to least recent
	Position title, organization name, location, & dates are included
	3-10 bullets are used
	Personal pronouns and extraneous words are omitted
	Bullets are concise, direct, & related to objective
	Results are quantified and indicate accomplishments
	Bullets begin with strong action verbs and are in correct verb tense
Additional Section(s) Goal: To highlight information that does not appear elsewhere on resume. See below for some possible sections to use if appropriate. ³	If listed, entries have title/position, organization names, and dates ³
	If listed, entries are listed in order of most recent to least recent ³
	If listed, sections are located in appropriate order ³
	If course work is listed, it is relevant to job and in order of importance
	If listed, references need to be on a separate document ⁴
Style, Appearance, & Tone Goal: To ensure your strengths are highlighted for your specific audience and that the resume is polished & easy to read.	Fills 1 page while balancing white space and content ⁵
	Margins are acceptable (minimum .5"/maximum 1")
	Font style & size is appropriate (between size 10-12 pt)
	Formatting is consistent
	Resume is black and white (unless in a creative field)
	Resume is created from scratch (not a template)
	Resume is targeted to internship, job or program
Grammar, Spelling, & Punctuation Goal: To ensure your resume is polished.	Error---free spelling
	Error---free punctuation (no periods used)
	Error---free spacing
	Grammar is appropriate

- Objective should be straight to the point (Job Title, Company) or Area of Interest (Example: Agricultural Sales Position).
- Only list colleges/universities that you have received a degree from or you are currently attending. High school not needed on resume.
- Some additional sections that can be used are skills, activities, honors, volunteer, related courses, study abroad, or certifications. You can ask us for any additional sections and/or to see which sections are appropriate to use.
- If listing references, it is recommended to list them on a separate document using the same contact information as used at the top of your resume.
- We generally recommend 1 page, but you may use more if your experience requires more than 1 page of relevant information pertaining to the job you are interested in. Also, make sure your resume is balanced (not too much blank space or an overcrowding of information).