STEM Core Resume Writing Guide

THE HEADER

- Contact information: name, address, email address, telephone number
- Should be located at top of the page
- Make sure to have an appropriate email!
- Keep the format of the header the same for your cover letter (this of it as a stamp of your information)

OBJECTIVE STATEMENT

- Communicate the type of position you are interested in
- Should not be more than 1-2 sentences

EDUCATION

- List degree in reverse chronological order (most recent degree listed first)
- List any relevant courses that would relate to the position you are applying for
- List your GPA if a 3.0 or above
- List any relevant certificates/credentials/etc.

EXPERIENCE

- EMPHASIZE relevant experience and MINIMIZE irrelevant experience
- Bold job title
- Quantify your actions whenever possible

SKILLS

- List relevant skills that correlate to your career objective
- if bilingual, make sure to list level and extent of language skills

HONORS AND AWARDS

- Order by dates-reverse chronological

AFFILIATIONS AND ACTIVITIES

- Rank in order of importance to career objective
- Emphasize your leadership roles
- Spell out the organization name. Do NOT abbreviate

DO's

- Send resume as a PDF
- Use ACTIONS verbs
- Tailor skills and experience to job applying for
- Be concise
- Keep resume 1 page in length

DON'Ts

- Do NOT use pronouns such as I, me, my, etc.
- Do not include references on your resume
- Do not make any misrepesentations
- Do not use abbreviations
- Do not include personal information such as height, weight, age, SSN, etc.