

Resume Outline

Full Name (18pt. Times New Roman - bold)

Email | phone | address (11 Pt. Times New Roman)

Skills Summary (14pt. Times New Roman – bold)

- Use bullet points (11 pt. Times New Roman)
- Use words from the job description
- Job-specific skills
- Number of years of experience

Work Experience (14pt. Times New Roman – bold)

Most recent job title (11pt Times New Roman)

Employer name | location | start date – end date (month/year – month/year or present)

- Use up to 5 bullet points for accomplishments/skills used
- Try to use words found in the job description
- Use present tense for current job/past tense for past job

Earlier job title

Employer name | location | start date – end date)

- Same as above

List all jobs going back 10 years

Education (14 pt. Times New Roman – bold)

Degree name/major (11 pt. Times New Roman)

University (use full name not abbreviation) | location | start date – end date) (cannot use dates that have not happened yet. Use anticipated graduation May 2023)

Certifications (14 pt. Times New Roman - bold)

- List any certifications you have earned
- List any skills that you have not already added that apply to the job
- List any leadership roles you have had in work or school
- Bi-lingual