

## Resume and References

Here are some brief tips for creating your resume. If you are encountering trouble, please log on to your [Handshake](#) profile to arrange an appointment with a staff member who can assist. Feel free to bring to the appointment.

- There is no one way to write a resume, create a document that fits your needs and the requirements of the job that you are applying for
- Be creative! If you are a design major, make sure your resume reflects your creativity and uses graphics and color. If you want a career in gaming/computer technologies, create an active online game that highlights your accomplishments. If you are a business major, include a URL to your business development plan.
- Include your LinkedIn, professional Twitter, or online portfolio URL's within your resume header. This will invite the employer to view those pages and get a better understanding of your skills, competencies, and your professionalism.
- Target your resume to the type(s) of jobs/positions you are applying for (closely read over the job description and required qualifications)
- Look at the resume from the "readers" point of view rather than the "writers" point of view. Imagine you are the hiring manager, if you were looking at multiple resumes, would yours stand out?
- Backup your resume on a thumb drive

**Font** Use fonts like "Times Roman", "Garamond", "Perpetua", or "Arial". The sizes should range from 12, 11, to 10 point

**Typesetting** The most popular choice is Microsoft Word. Try to avoid using a resume template because they can be restrictive and take up too much space.

**Length** Most students just starting out will be fine with one (1) page. However, there is nothing wrong with having a two (2) page resume as long as the second page is full of relevant material and not just fluff and filler

Format: Use the "Bullet Point" (\*) format rather than a paragraph to highlight your accomplishments. Use boldface, capital letters, and italics, to highlight items that you want the reader to notice

Determining who should serve as a professional reference is not longer than just a quick email to a professor you had for one class, three semesters ago. Here are a few quick tips for locating and listing professional references.

1. You should ask individuals who you've known longer than a year. It is not acceptable to ask an instructor who you talked to only once or twice after class. References should be people

## REFERENCES



Tip: Make sure to ask permission from potential references.

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Tip: Consider organizing your references so that your strongest contact or contacts are first.

Reference #2: Full Name

Job Title

Company

Company Address

Business Phone Number

Email Address

Relationship to Reference



Tip: Whenever feasible, let your references know the job you are applying for at least the type of position you are seeking.

Reference #3: Full Name

Job Title

Company

Company Address

Business Phone Number

Email Address

Relationship to Reference



Tip: If possible, give a copy of your resume to those that you include as references so that they will be familiar with your qualifications, experience, education, and so forth.