Creating A Resume

Prepare a Resume. Student resumes should include contact information, job objective, education, related coursework, extra-curricular activities, community service, related experiences and references. A resume is a paper version of what makes you an ideal candidate for the position you are applying for. **It should include as much detail as possible about your skills and accomplishments.**

You may use the Resume Template in WORD as a starting point, and samples from the Internet to develop your own personal resume. It should be in sentence or bulleted format. It should have consistent formatting throughout the entire document and should look very neat and clean when done. There must be ZERO spelling or grammar mistakes! ZERO, NONE, NADA, ZILCH, ZIPPO!!

Try to fill up as much of the page as possible. Think of *any and all* experiences you have had so far. You can learn a lot from many of your own personal experiences. Describe them and what you learned from them! Be sure to include all of your strengths (examples: bi-lingual, keyboarding and computer skills, software proficiency, telephone skills, etc.).

A resume should never be more than 1 page (2 pages at an absolute maximum, and only if you are a supremely skilled and qualified person in your field. Think Head of Brain Surgery at OHSU).

A few good resources:
https://www.themuse.com/advice/43-resume-tips-that-will-help-you-get-hired

http://www.dailywritingtips.com/resume-writing-tips/

https://theinterviewguys.com/best-resume-format-guide/