YOUR NAME

Place your name at the top of your resume  
in a larger font than the rest of the contact information



***Contact Information:*** *Include this information close to the top to make it easily accessible.*

***Note:*** *Including full addresses is becoming less relevant with the increase in remote work, so if you want to only include your state (which recruiters look at for tax purposes), save some space and do that!*

EDUCATION

* If you’ve recently graduated, place your educational information at the top.
* Exclude coursework and keep it simple with your major and graduation year.

PROFESSIONAL EXPERIENCE - *THIS IS THE MOST IMPORTANT PIECE!*

* Make sure you bold and enlarge the font so the company name, your title, and your employment history are highlighted.
* Outline what each role entailed. Anticipate the recruiter wanting to know your day-to-day responsibilities, team size and structure, and reason for leaving (including if it was due to external factors, like lay-offs due to COVID-19).

VOLUNTEER WORK

* Keep this closer to the bottom and highlight relevant volunteering opportunities first.
  + Example: Past experience in a writing center is more relevant for a writing role than your more recent volunteer experience at the local forest preserve.

RELEVANT SKILLS, CERTIFICATIONS, AND ACTIVITIES

* Consider placing your top skills and relevant certifications on the right- or left-hand side of the resume.
* Use a bulleted list to make information easier for the reviewer to digest.
* Leave plenty of white space.