



RESUME FAQs

- Do I need to put in an objective?
 - You don't always need to put an objective down. The cover letter will do that for you. The employer knows what your goal is: To seek employment. What you can do is write a small blurb about yourself that's no longer than 2 sentences. Keep it simple!
- Do I need to put an address down on my resume?
 - No. This may hinder your chances at a position if you are applying out of state. The prospective employer may not want to pay to relocate you.
- Should I put in my GPA?
 - You don't need to put in your GPA unless the position requires you to. Your GPA may be used against you if there is another candidate with a higher GPA.
- What file format should my resume be in?
 - The format of the resume should be in pdf so it doesn't allow programs to accidentally edit the document and no one can make edits to your document.
- Any tips on how to structure my responsibilities for each position?
 - If you can, put down your accomplishments with numbers attached to them. For example, you can say "Coordinated community events that consistently attracted 50 community members".
 - And if you did something similar in two positions, make sure to only pick one position to place it under. For example, you already stated you coordinated community events, you don't need to share with the prospective employer twice in another position. Highlight other accomplishments and strengths!
- Should I put down my graduation date?
 - Of course! Even if you haven't graduated yet, put down your expected graduation date.



- What should the file name of the resume document be?
 - Include your last name and first name. Ex. “Everyperson_Jordan_Resume” when you submit it. Don’t name it something like “Resumedraft12” as the prospective employer may have a hard time finding who it belongs to. It will also help you from sending out an incorrect resume to the prospective employer by accident.
- Should I make a general cover letter and resume so I can apply to job easier?
 - You can, but it is recommended you tailor every cover letter and resume to the position you are applying to. It is recommended you have a master cover letter and resume that you can pull from.
- How long should my resume be?
 - Normally it is suggested to make it no longer than two pages unless you have a Curriculum Vitae, which is normally several pages long. You want to remember that the prospective employer must go through many resumes and having a concise and effective resume helps the employer, and they will take note!
- How can I make sure to include all of my experience?
 - You do not have to include all of your professional experience. A resume is a tool to get you the interview. Think about what an employer wants to see in your resume (be honest about your skillset) so you can get the interview and be able to showcase your experience.
- Should I save the positions I have applied to in a file or document?
 - Absolutely! Copy the job description in a document along with the organization as these job postings go down when they close the application period. It also helps you keep track of what you applied to in case you get a call back.
- Should I keep my paragraphs under each position describing my positions?
 - It is suggested you make bullet points instead of a paragraph. It makes it easier on the future employer to look for certain skills if it is listed.
- Should I list all the jobs I have had in the past?
 - No. Try to include positions that are relevant to the position or list the most recent positions you have held. For example, you do not need to list a lifeguard job you held ten years ago if it does not relate to the position you are applying for. As your experience grows, you will need to decide what you want to include in your resume.

