

# ADVISING ON RESUMES

## [Your Name]

[Street Address] | [City, ST ZIP Code] | [phone] | [email]

### Objective

[To replace tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, don't include space to the right of the characters in your selection.]

### Education

- [School Name, City, State]
- [Degree] | [Date of Graduation]
- [Major]
- [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors]

### Experience

[Dates From] – [To]  
[Job Title] | [Company Name] | [Location]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

[Dates From] – [To]  
[Job Title] | [Company Name] | [Location]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

### Awards & Acknowledgements

- [Don't be shy – list the acknowledgments you received for a job well done.]

- **Keep it to 1 page and submit as a PDF**
- **Include LinkedIn profile**
- **Use bullets and avoid paragraphs**
- **Check spelling & grammar — have others review!**
- **Formatting is key! Clean and simple is preferred.**
- **Highlight transferrable experience i.e. clubs/orgs, coursework, leadership roles**
- **Use data and highlight key metrics**
- **Most importantly...please advise students to list their affiliation with your organization!**