QUEST ⬡ BRIDGE

5 Tips to Enhance Your Resume

1. ALL EXPERIENCE IS VALUABLE.

Experiences need not be in your career field(s) of interest to be included on your resume. Listing your involvement in student organizations (including your QSN Chapter!), part-time jobs, leadership roles, volunteering, and community responsibilities can help reveal your work ethic, values, and transferable skills. Share the experiences that are most important to you, keeping in mind that most college student resumes should fit on one page.

2. DON'T JUST SAY WHAT YOU DID; SAY HOW AND WHY YOU DID IT.

By sharing the "how," you showcase your transferable skills: in-demand abilities (like communication, problem-solving, research, teamwork, and organization) that can be applied to a wide range of occupations and settings. **By sharing the "why,"** you highlight your impact and get employers thinking about the impact you could have in their company/organization.

This resume bullet point says what someone did:
- *Worked at the front desk in the tutoring center.*

This resume bullet point says how and why they did it:
- *Coordinated front-desk operations to create a welcoming environment for up to 120 students per day while reducing average wait times by 30%.*

3. ACTIVATE YOUR BULLET POINTS.

Use bullet points to elaborate on your experiences, and start each one with a strong active verb. **Choose descriptive verbs that highlight your skills**: "coordinated" tells a stronger story than "did." Find a list of compelling resume verbs [here](). Looking for more inspiration? Read job descriptions that interest you, and note the verbs used throughout. Using similar verbs in your resume will highlight your preparedness.

4. QUANTIFY YOUR IMPACT.

When possible, **use numbers to help employers understand the impact you had through your efforts.** If you worked in customer service, how many customers did you engage with each day or week, on average? If you did research, how many articles did you review? Estimates and ranges are fine!

5. MAKE IT EASY TO READ.

The average employer spends 15-30 seconds looking at a resume. By maintaining a strategic structure and consistent formatting, you can help them focus on what matters and quickly identify your qualifications. **Check out the checklist on the next page as you format and edit your resume!**

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RESUME STRUCTURE AND FORMATTING CHECKLIST

- ☐ Your resume is an appropriate length (1 page for early-career or internship roles).
- ☐ Headings are bolded or look different from the body text in some way.
- ☐ The font is between size 10 and 12.
- ☐ The margins are at least 0.75."
- ☐ There is a balance of text and blank space; the page does not feel cluttered.
- ☐ Headers and bullet points are consistently formatted throughout.
- ☐ Content is divided into sections. Some common sections are Education, Experience, Volunteer Work, Involvement (often used for extracurriculars), Awards and Honors, Skills, and Certifications. You do not need to include all of these sections, and you can include sections not listed here.
- ☐ The top of the page contains your email address, phone number, city, state, and LinkedIn URL (if you have one and it is up to date). We do not recommend including your full street address.
- ☐ The top third of the page contains the most important details, including your Education section.
- ☐ Within each section, experiences are listed in reverse chronological order (most recent first).
- ☐ For each experience listed, you include your title/role, the employer/organization, the city and state, and your dates of employment/involvement.
- ☐ Verb tenses are consistent. Bullet points for experiences that have ended start with a past-tense verb; bullet points for current experiences start with a present-tense verb.
- ☐ Older or less relevant experiences have fewer bullet points.

WANT MORE TIPS & SUPPORT?

Your university's Career Center is a great resource for resume examples, guides, and individualized feedback!