

# SOJC RESUME GUIDELINES

Created by UO SOJC Student Services

Resumes can be challenging to put together. To get you started, here are some guidelines that every resume should follow:

- **Create your own template.** Your resume should be unique to you and accurately showcase your abilities. Most employers can spot templates, and they underplay your creativity. Furthermore, templates often cause formatting problems that make resumes difficult to edit and update. If you choose to use a template, be sure to personalize it by changing the fonts, colors, etc.
- **Fill one page.** Most undergraduates should stick to one page, but that one page must be full. If you have a significant amount of relevant experience, you can go onto two pages, but you must fill the majority of two pages.
- **Tell your story.** Your resume should highlight your most relevant experiences. You'll want to frame your experience around your transferable skills to demonstrate how it is relevant to the position you are applying for.
- **Use headers that highlight your experience.** Headers help organize your experience and provide clarity to those reading your resume. If you have media related experience, be sure to list it first on your resume. Within each section, experiences should be listed in reverse chronological order.
- **Be consistent.** Formatting, fonts, spacing, and style choices must be consistent. This makes your resume easy to read and reflects attention to detail. 11pt font or larger is ideal.
- **Be specific.** Remember, the person reading your resume won't know about many of the publications or organizations you have worked for or entities unique to the UO campus. Descriptions should clarify what the organization does, this can help reflect your skills/strengths.
- **Use action verbs.** Start your bulleted points with descriptive, action verbs that emphasize your unique skill set, then describe a skill or strength by including how you accomplished a task (what skills, programs, platforms, etc. were used) and end your bullet points by demonstrating your impact on the organization. Focus on the results of your contributions to and organization as you describe your experiences.
- **Leverage your transferable skillset.** Concisely explain how you were effective and how your responsibilities indicate your strengths as well as contributions you might make in another position. When possible, quantify the results of your contributions with specific data to help demonstrate effectiveness. This could be percentages of increased social media following, number of people who attended events you planned, or the number of views of videos or articles to name a few ways.
- **Only include current or past experience.** You cannot put the internship you plan to do over the summer or a future term abroad on your resume. You can discuss it in your cover letter if relevant.
- **Tailor it for a specific position.** Just like your portfolio and cover letter, your resume should be tailored to the job description. Organize your experience so it highlights relevant items first and use descriptors or phrases from the position description to directly address required qualifications and duties. Within each section, experiences should be listed in reverse chronological order.
- **Make it perfect. For You.** Resumes need to be impeccable. They must contain zero errors in formatting, spelling, etc. However, everyone is going to have a different opinion on what your resume should look like. Get feedback from multiple sources and decide what best represents you.

