

## Resumé Guidelines

Do NOT use a *resume template* in Word unless it is Office 2007. Resumés submitted using a template from Office XP or 2003 will be rejected as the formatting is unacceptable and cumbersome to change. You can use Office XP or 2003 if you want, just don't use the resumé templates.

Format – Resumé **neat and free of typographical mistakes.**

One page – Resumés are limited to one page. Rare exceptions will be made for students who have substantial work experience and/or education, but the exception will need to be approved.

Font size – nothing smaller than 10 point (11 point and 12 point ideal)

Contact information - **address, phone number, and email address are correct.** An email address other than SEMO is preferred as that will disappear upon graduation. Make sure font is large enough to read (no less than 10 point, larger if possible. **Put name in bold** to make it stand out.

Objective OR Summary of Qualifications – indicate if seeking full-time job or an Internship

Graduation date –**anticipated graduation date**

**GPA** – current overall GPA; indicate scale, i.e. 3.0/4.0 scale

**Accounting majors** - Also include GPA in accounting

**Accounting majors** – how plan to meet 150 hour requirement to sit for CPA

Degree – **Major clearly identified.** List the correct name of your major, not just BSBA (i.e. Bachelor of Science in Business Administration, major in Financial Economics)

If double major – list both degrees and majors

List any minors

MBA - Area of emphasis or what track

Undergraduate degree and major

No paragraphs, use short bulleted phrases—much easier to read. Combine some job duties to save space. Ideally 2-3 bullets under each job—too many and it will likely be skipped. Use action verbs to describe work experience.

List technical skills (foreign language, computer) and list specific software and how you used them (i.e. prepared charts, tables, graphs with Excel)

Avoid using abbreviations. List name of organization and can put abbreviation in parenthesis if desired; i.e. American Production and Inventory Control Society (APICS)

Include references if space allows. If not, state “References Available Upon Request” and list them on a separate sheet (with your contact information at the top) and have copies with you at Interview Days. Make sure reference information is correct!

See Sharon Hale in DH239 for resumé samples and Resumé Critique checklist.