



Free Online Resume Builder

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Writing your own resume is never an easy task especially when you hold no experience. It's always going to be a tough job for many of the students to summarize their educational, professional and extracurricular activities in a single page resume. With this in mind, CV Owl brings to you this small booklet with resume guidelines to outline the resume writing process, providing a template for the approved resume format, and helping you craft a resume based on the specific industry with content that will showcase your accomplishments and skills in a well-mannered behaviour which impresses recruiters and hiring managers.

Don't forget that your resume is a critical marketing document, created to sell your accomplishments, skills, and background to the reader. It should aim to summarize your professional and educational history while highlighting relevant key points related to your future employment objectives. Your resume should be tailored strategically to call attention to your experiences that relate directly to the position you seek. It communicates your personal brand.

Contact section

- Top section includes your name, address, telephone number, email address, and LinkedIn profile URL.
- Be sure your email and cell phone number are current and that you can be easily reached at both.
- If you are using voicemail or an answering machine, make sure your cell phone message is activated (not the automated message), professional and easy to hear—please don't use music or exotic messages while job hunting.
- Avoid unprofessional sounding email addresses (i.e. musicfreak1999@cvowl.com)

Career Objective/Summary

- Is optional and may be included after the name block
- Be careful that your objective doesn't limit your job prospects and aligns with the job you are applying for; if you are exploring unrelated positions, delete it or change it for each position.

Education Section

- The "Education" section is usually placed prior to the "Experience" section because it is your most recent activity.
- Educational experiences should be listed in reverse chronological order.
- It must list your degree and year your degree was completed or you plan to complete your degree.
- If you have study abroad experience, it should be included as one line under the school, after the line that describes your degree.
- Students often include their extracurricular activities and memberships under the heading for the school where they were participants.
- Dean's list, scholarships, honors, awards, and nominations should also be included.

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- If you are considering including your grade point average, a general rule is to leave it off if it is less than 3.3 on a 4.0 grading scale.

Work Experience Section

- Your professional experience should be presented in reverse chronological format.
- You can also include relevant unpaid work in this section.
- If possible, try using full years or terms (e.g. 2011-2012 or Summer 2013) rather than months (e.g. May 2011-July 2012 or June 2013 - December 2013).
- Use bullets format to highlight experience, using a maximum of 6 and a minimum of 2 for any list; avoid using any symbols other than bullets as they can be distracting and are not appropriate for business resumes.
- Use action verbs. Try to avoid phrases like "responsible for..." and "duties included..." as their presence makes your resume sound more passive. Using strong action verbs makes you sound like a results-oriented leader more than passive verbs.
- Avoiding technical jargon, offer details about your accomplishments and how you achieved them.
- Remember that most recruiters are results-oriented. Hence, try to quantify your resume whenever possible. For example, recruiters who'll see "expanded client base" on a resume will surely ask, "By how much?"
- Articles of speech such as "a, an, the" needs to be omitted on resumes since they tend to slow the reader and waste valuable time.

Additional Information Section

- This section is a catch-all for information that could not be included appropriately elsewhere.
- Include Certifications/Licenses relevant to your target industry (examples include CPA, CFA, CTP, FRM).
- List language skills and their proficiency levels (fluent, proficient, conversational, basic).
- Mention professional associations related to your choice of field or industry.
- Mention extracurricular activities or volunteer work.
- Many applicants include personal interests or hobbies in this section; recruiters often use this section as an icebreaker in interviews and it can make you stand out from your contenders.

RESUME SECTION ORDER (INTERN)

Contact Information
Resume Objective (Optional)
Skills (Optional)
Education
Leadership and Volunteering Experience <i>(Can be 2 separate sections)</i>
Professional Development & Certifications
Awards & Honors
Projects
Addition Information

RESUME SECTION ORDER - DETAILED (INTERN)

Contact Information
Objective (Optional)
Skills (Optional)
Education
Leadership and Volunteering Experience <i>(Can be 2 separate sections)</i>
Professional Development & Certifications <i>(Professional Development refers professional courses including online)</i>
Awards & Honors
Projects
Other Additional Sections
Hobbies and Languages

Additional Sections :

- CONFERENCES
- PUBLICATIONS / BOOKS
- PRESENTATIONS
- GRANTS & FELLOWSHIPS
- PROFESSIONAL AFFILIATIONS/MEMBERSHIPS
- EXTRA-CURRICULAR ACTIVITIES

RESUME SECTION ORDER (GRADUATE)

Contact Information
Summary (OPTIONAL)
Skills (OPTIONAL)
Education
Experience <i>(Can go above education, if relevant to job applying for)</i>
Leadership and Volunteering Experience <i>(Can go above education, if relevant to job applying for)</i> <i>(Can be 2 separate sections)</i>
Professional Development & Certifications <i>(Professional Development refers professional courses including online)</i>
Awards & Honors
Projects
Additional Information

RESUME SECTION ORDER- DETAILED (GRADUATE)

Contact Information
Summary (OPTIONAL)
Skills (OPTIONAL)
Education
Experience <i>(Can go above education, if relevant to job applying for)</i>
Leadership and Volunteering Experience <i>(Can go above education, if relevant to job applying for)</i> <i>(Can be 2 separate sections)</i>
Professional Development & Certifications <i>(Professional Development refers professional courses including online)</i>
Awards & Honors
Projects
Other Additional Sections

Additional Sections :

- CONFERENCES
- PUBLICATIONS / BOOKS
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- PROFESSIONAL AFFILIATIONS/MEMBERSHIPS
- EXTRA-CURRICULAR ACTIVITIES

Information that Should NOT be Included on Your Resume

- Age, marital status or health information
- Place of birth
- Nationality or country of origin
- Reasons for leaving any job
- Salary information
- Gender
- TOEFL score
- Passport#, I-20#
- Permanent address (parents', family overseas, etc.)
- Signature
- Photos
- Proficiency in standard computer programs (Word, Excel, PowerPoint)
- "References available upon request"

Other Useful Information :

- Writing Style: Omit all pronouns (i.e. – I, me, my, our) and whenever possible omit articles of speech (i.e. – the, a, an). Use strong action verbs to describe your responsibilities.
- Formatting: Make sure formatting is consistent throughout (i.e. - if you are ending your bulleted statements with periods, make sure all sentences end with periods).

Resume Writing & Template Guidelines Summary

- Make use of reverse chronological order within each section, listing the most recent positions/activities on top.
- Organize information in a well-mannered way with spacing which makes your resume easier to read for the readers – bullet-point format is along with some smart spacing is highly recommended.
- Maintain consistency throughout the resume.
- Start each bullet point with an action verb.
- Use past tense and concise, focused sentences
- Avoid personal pronouns
- Avoid jargon unique to the previous profession
- Avoid repetition of words
- Always emphasize results (quantitative or qualitative) whenever possible; results can give your reader a better understanding of your work and how it contributed to an organization
- Use font size (10-12 point)
- Include white space and margins for easy skimming
- If a role was less than a year (e.g., internship) mention season and year of it (e.g., Summer 2017)
- Do not include a photo, your age (common on some international CVs), health info, salary information or other info from the “do not include” list
- Proofread and ask friends, family, roommates to proofread as well– to make sure you have absolutely no mistakes
- Make sure everything is valid and accurate since anything included in your résumé may be asked about in an interview