

Earlier Job Title, another Company/Institution, City, State

(Month/Year – Month/Year)

- Earlier jobs require minimal information, though they are important to demonstrate **career advancement**

MEMBERSHIP/AFFILIATIONS

- Professional memberships and volunteer work show your **commitment** to your industry and community. Mention **leadership** positions and briefly note **relevant achievements**.
- This is especially valuable for recent grads and career changers to demonstrate that you're making an effort to establish yourself in a new field.

Other possible headings that **can set you apart** form the competition:

TEACHING EXPERIENCE

PUBLICATIONS

PRESENTATIONS/CONFERENCES

CERTIFICATIONS

ASSOCIATIONS

AWARDS

CITIZENSHIP

CONSULTING

VOLUNTEER

PATENTS

RELEVANT COURSEWORK (bulleted and usually follows **EDUCATION**)

Pointers for Perfection:

Don't use silly names or inappropriate terms in the email address on your resume.

Avoid generic or vague phrases such as "looking for a position at a well-known company with room for growth." Use the space to tout specific goals and accomplishments, and to tout your desire to work in a specific field.

Don't rely on spell-check to proof your resume. While it is a great tool, it will not pick up mistakes such as "and" when you meant "an," which is a very common resume error.

Tailor your resume for each position by **tweaking** your QUALIFICATIONS, most relevant responsibilities and accomplishments based on the needs of the opening you're seeking to fill.

Don't use your marketing-focused resume for an IT position. Have multiple versions if you're pursuing **several** different options.

Skip marbled, fancy paper. Plain white is still the best option.

Try to limit your resume to one page: However, advanced degree holders, especially PhDs applying to positions that require a PhD (i.e. bench work, research & development positions), current graduate students and professionals with 8-10 years or more experience may expand to two pages. Beyond that, seek a **second opinion** to determine if your expertise justifies any more space.

Ask friends and colleagues to thoroughly review your resume: They should easily be able to tell you what position you are looking for and a few of your most impressive qualifications. It may seem obvious to you, but are your goals clear to others?