

# Getting Started: Writing Your Resume

## Before You Begin

The first step to a strong resume is to start with a plan. Take time to think about what makes you unique.

- How do you stand out?
- How do your experiences (academic, work, life) differ from your peers?
- Who are you writing your resume for?
- What information do you want to prioritize?

### Pro Tip

Humans love a good story – a hero's journey or an underdog overcoming adversity to save the day. Think about your own journey, jot down what comes to mind, and let it guide your resume's career story. We promise it will serve you well!

## Page Setup

When working with one of the preselected templates, be sure to adhere to the following guidelines:

- **One Page Rule:** Your completed resume should both fit on and fill one page. Avoid leaving half the page empty by including relevant information.
- **Font Size:** Utilize a font size between 10 and 12pt. Smaller fonts can be challenging to read, while larger fonts may appear unprofessional.
- **Font Style:** Opt for Times New Roman, Arial, Calibri, Helvetica, Cambria, Georgia, or Garamond to ensure digital friendliness when exporting to PDF or uploading.
- **Margins:** Maintain 1" margins on all sides.
- **Left-align:** Align all text in the resume body to the left.
- **Headings:** Ensure consistent formatting and bolding as per the template.

## Need a **resume** to apply for positions?

Dell Scholars has preselected two templates optimized for resume success. Please leverage one as you build your resume.

[Download Template #1](#), [#2](#)



# When Adding Your Information



## Do Include Your Contact Information

- ✓ Email and phone number
- ✓ City, state
- ✓ LinkedIn URL

### Pro Tip

Ensure you have an updated and professional voicemail (if a prospective employer gets your voicemail, it's one of the first impressions they'll have of you).

## Do Include Your Education

- ✓ University name and location
- ✓ Month and year of expected graduation
- ✓ GPA, if above a 3.0
- ✓ Major(s)/minor(s)
- ✓ Academic honors/awards and notable scholarships/honor societies

## Do Include Your Experience

- ✓ All relevant work, leadership, campus involvement, volunteer work
- ✓ Company/organization name
- ✓ City and state
- ✓ Position/title
- ✓ Dates worked/volunteered (make sure to follow formatting in template)



## Do Not Include

- ❗ Unprofessional email address

### Pro Tip

Make sure you have a straightforward email address (you can use your .edu email address, but avoid email addresses that have nicknames, too many numbers, etc.)

- ❗ High school information
- ❗ Pronouns like I or We
- ❗ Any personal identifiable information outside of email address and phone number
- ❗ Improper verb tenses (use past tense for past; present for current)
- ❗ Passive language (participated in, contributed to)
- ❗ Repetition of the same verb
- ❗ Long sentences or paragraphs
- ❗ Irrelevant work experience

### Pro Tip

Start each bullet in your experience section with a descriptive active verb (use the verb word bank) and focus on impact and leadership. It's also best to organize in reverse chronological order – most recent first.