

# Tips for Writing a Superior Résumé

Career & Transfer Services | Student Success Center | 501.882.8906

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*The following sections are not all required but are recommended for your résumé.*

## Personal Information

- Include name, address, email and phone number
- **DO NOT** include marital status, number of children, etc.
- Make sure emails are appropriate for business communication

## Summary of Qualifications

- Look at your employment history and skills. Identify four or five of your greatest skill sets.
- These qualifications should directly relate to the position you are applying.

## Employment History

- Name of company, dates of employment, and job title.
- Include details about the job in bulleted format. Use action verbs and use correct verb tense. Quantify (numbers) as much as possible.
- No need for supervisor name, phone number, and address

## Education

- Expected date of graduation, not how long you have attended
  - Spring 2017 not 2015-2017
- Don't include your GPA if it's under 3.0
- Arkansas State University-Beebe NOT ASU-Beebe
- Put the name of your degree or certificate correctly
  - Associate of Arts in Liberal Arts

## Skills

- Computer skills, bilingual, and special skills.
- Make sure the skills match the job or type of job

## Honors and Activities

- Academic, social, or professional clubs & organizations (Need at least two)
- Include leadership positions and memberships

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## Résumé Techniques to Consider

- One page if possible
- Times New Roman or Arial font
- Bolding/Italics to jazz it up
- 10 to 12 font size
- Margins – minimum .80 on top
- Avoid long sentences
- Bullets are easy to read
- Keywords are good
- Quality Printer
- Resume Paper – be conservative
- Check your spacing
- Check your spelling
- Do not include your picture
- References are optional
- Make sure someone proofreads it
- Don't trust spellcheck!