Oregon TECH Is Your Resume Ready for Primetime?

Use this checklist to identify areas of improvement in your own resume. If you receive this feedback from an advisor, and a box is checked, your resume could use some editing. See Career Services for questions: **www.oit.edu/career**

General Formatting

☐ *Margins*: No smaller than 0.5" all the way around.

☐ *Headings*: Your category headings generally look better in ALL CAPS or SMALL CAPS, and **bold,** so that it is very easy to see where a new category begins.

☐ *Line Spacing*: It is generally easier to read your information if it's single spaced (or 1.15), with an extra space between sections.

☐ *Fonts*: Don't use ~~Times New Roman~~ font. Employers tell us that they feel it is very over-used, since it's the default on Word. A sans serif font, such as Calbri, Tahoma, or Arial, is generally your best bet. Your name and category headings can be a different font/color for a more interesting look if you like, but it's not necessary.

☐ *Reverse chronological order*: Within each section, most recent experiences should be at the top, least recent at the bottom.

☐ *Errors*: Your resume should be completely free of spelling and grammatical errors. You may use tools such as Grammarly.com to help.

☐ *No photo*: Employers in the US are usually barred from accepting resumes with photos, as it exposes them to charges of discrimination. You will want to remove your photo.

☐ *Length*: One page is great as long as you don't shortchange yourself, but no longer than two pages. Some students need more space to describe their projects and experiences. If you have a second page use at least half of the second page.

Contact Information

☐ **No street address** needed. You will see older resume examples with street addresses, but employers no longer expect them. If applying for a job in your area, you may include your city and state to indicate that you are local.

☐ **Use a professional email address** (example: johndoe@gmail.com), or use your OIT student e-mail which is good for one year after you graduate.

☐ **Include links**: Personalized LinkedIn URL/GitHub/other sites in your contact information

If you have a LinkedIn profile (you do, don't you? ☺) include your URL in your contact information. On your Homepage, select "Me" and "View Profile." Once you're inside your profile, select "edit your public profile" on the right-hand side of the page. You will be redirected to your profile. Again, on the right-hand side you'll see your URL and "edit public profile URL." Clicking on the pencil icon allows you to edit.

Objective/Summary Section

☐ **Omit Objectives**. Employers are more concerned with the value you can provide, and not what you hope to gain. Consider a Summary instead.

☐ While not required, a **Summary** section is where you can highlight 2-3 keywords and phrases that are strengths of yours that match the position. It's a great place to *really* customize your document to the job.

☐ Instead of a Summary or Objective, consider a centered **Headline** under your contact information, something like:

[Your Major] Internship Candidate

Education Section

☐ *Location*: For students, employers expect to see **Education at the top** of a resume. For degrees where technical skills or certifications are very important, these can be listed first, followed by Education, or immediately following Education, as long as they are at the top.

☐ *Dates*: You don't need to include the date you started your degree, just your estimated graduation month and year.

☐ *University*: Include (Oregon Tech) after Oregon Institute of Technology, as we are known by both names. Typically, your degree is more important than your university, so put it in bold.

☐ *GPA***:** Include your GPA if it is over 3.0. Employers tell us that if they have a GPA requirement, they won't look at students who don't have a GPA on their resume.

☐ *High School*: Once you are a junior, remove your high school information from your resume. If there are organizations you belonged to that continue to be an area of involvement (and are related to your career goals, like DECA), you may still include those under an Involvement section.

☐ *Prior schools*: You are not required to include prior college education. You may want to include it if you have an Associate of Science in a field related to your career, but a transfer degree is not necessary.

☐ Make sure you **spell out** your entire degree. It should read "Bachelor of Science in Operations" rather than just "Bachelors in Operations" or "B.S. Operations."

> **Formatting example:**
>
> Oregon Institute of Technology (Oregon Tech), Klamath Falls, OR   June 2018
> **Bachelor of Science in Business Management: Marketing**
> GPA: 3.4

Certifications Section-if applicable

☐ **Certifications** in some fields, such as IT, Management (Green Belt), and Healthcare, are extremely important. Highlight them in a separate section near the top of your resume.

☐ Having a **Secret Clearance** from the military can be a real asset when working for military contractors. Even if yours has expired, if you had one include it prominently.

Skills Section

☐ *Technical skills* go in a Skills section: software, foreign languages, productivity software, business presentations, etc. If you have many skills, they should be categorized to make it easy on the reader to understand.

☐ *Non-technical skills* are communicated in the the way you write bullet points under your Projects or Experience or Leadership. Examples would be bullet points mentioning the excellent customer service you provided in your part-time job, or the leadership roles (with details) you have assumed on campus, or the work ethic you demonstrated by working 25 hours per week while attending school full time.

Experience Section(s)

☐ *Position description length*: You need to add at least one bullet point per experience, describing what you did while you worked there. More than one would be even better, but no more than 4-5 max. Begin with an action verb. They should be formed into "What, How, Why" statements. Essentially, you want to describe what you did, how you did it, and what the goal was. For example, a lifeguard may write: "Maintained constant surveillance of patrons in the facility (what) and acted immediately and appropriately (how) to secure safety of patrons in the event of an emergency (why)."

- ☐ **Position description detail**: They should be written as "What, How, Why" statements. Essentially, you want to describe what you did, how you did it, and what the goal was. Begin with an action verb. For example, a lifeguard may write that they "Maintained constant surveillance of patrons in the facility (what) and acted immediately and appropriately (how) to secure safety of patrons in the event of an emergency (why)."
- ☐ **Tenses**: Make sure all of your job descriptions for experiences you are no longer doing are written in past tense rather than present tense (so *Created* rather than *Create*). Do not use verbs ending in "ing" (~~Creating~~).
- ☐ **Interests**: Employers typically are not interested in personal information like hobbies, unless they are very unusual (like deep-sea pearl diving ☺). If you have personal achievements that don't fit elsewhere in your resume, and you feel strongly about including them, then absolutely do so.
- ☐ **Optional: Two Experience sections**: Consider splitting your experience into Related and Additional Experience. *Related* means more related to your career goals. Provide more information about your Related Experience and less about your Additional Experience.

Project Section

- ☐ **Projects**, especially your Capstone Project, are critical to include and should be featured prominently (above your experience if you don't have related experience).

Leadership/Community Service Sections

- ☐ **Optional: if relevant**, include in separate section. Any Community Service or Campus Leadership experience is helpful to include. If you assumed a true leadership role, describe what you did and call the section Leadership Experience.

References

- ☐ **No mention of references**. You should have a separate document with your references that you can give to employers should they ask, but do not include references or the phrase "references available upon request" on your resume.

Next Steps

Questions? Contact us (see our contact info on oit.edu/career). We are happy to help and sometimes an in-person review is very helpful.

Once your resume is ready, upload it to **Handshake** and immediately populate your profile. Then edit your Profile, especially the Skills section, to make sure it reflects all of your strengths.

oit.joinhandshake.com

Sample Student

Oregon Tech
Senior
Graduates June 2017
GPA: 3.75

Mechanical Engineering
School of ETM