

**BRIEF RESUME GUIDE**

An effective resume is a brief summary highlighting your experience and skills that directly relate to a job or internship.

Below are 4 steps to writing your resume focusing on both **content** and **format**

**CONTENT AND FORMAT IN 4 STEPS**

**Step 1:** Decide what you want the employer to know about you and your experience

**Step 2:** Organize your information under descriptive headings that summarize your relevant experience to employer

**Step 3:** Describe each experience focusing on directly related skills that demonstrates you are a good match for the position

**Step 4:** Format the document to help the content stand out

**Content**

**Step 1: Be clear on what you are trying to communicate about your skills and experience to an employer**

Having an understanding of what a position involves and what an employer values will help you tailor your document and ensure that you are highlighting the skills and experiences an employer cares about

**Step 2: Look at the headers and organization of the resume.** How are you arranging the information on the page? Are the section headings descriptive? Organizing your information under descriptive headers will help your experience and skills stand out as an employer initially skims your document.

<b>Descriptive Headings</b>	<b>General Non-descriptive Headings</b>
▪ Education	▪ Education
▪ Research	▪ Professional Experience
▪ Teaching Experience	▪ Work Experience
▪ Advising and Mentoring Experience	▪ Volunteer Experience
▪ Writing and Editing Experience	▪ Extracurricular Activities
▪ Nonprofit Experience	▪ Additional Experience
▪ Government Experience	▪ Other Experience
▪ Project Management	▪ Relevant Experience
▪ Program Management	
▪ Program Development	
▪ Community Leadership and Service	
▪ Outreach and Advocacy	
▪ Leadership Experience	
▪ Leadership and Teamwork	
▪ Public Policy	
▪ Consulting Experience	
▪ Finance or Banking Experience	
▪ Business Development	
▪ Advertising and Marketing	
▪ Social Media	
▪ Technical Skills	
▪ Language Skills	
▪ Biotechnology	
▪ Lab Skills	
▪ Certification and Training	
▪ Customer Service	

▪ Management and Customer Service	
▪ Arts Administration	
▪ Arts and Entertainment	
▪ Training and Development	
▪ Design Experience	
▪ Communications	
▪ Technical Experience	
▪ Computer Programming Experience	
▪ Global/Public Health	
▪ International Development	
▪ International Affairs	
▪ Projects	
▪ Professional Associations	

**Step 3: Look at each experience individually.** What do you want the employer to know about each of your experiences? The content you focus on depend on the position you are applying for.

Every employer looks for a specific set of skills from job seekers that match the skills necessary to perform a particular job. But beyond these job-specific technical skills, certain skills are nearly universally sought by employers, including:

**Skills**

- Communication Skills
- Analytical Skills
- Computer/Technical Literacy
- Managing Multiple Priorities
- Interpersonal Abilities
- Leadership Skills
- Multicultural Sensitivity/Awareness
- Planning/Organizing
- Problem-Solving/Reasoning/Creativity
- Teamwork

When describing relevant skills/accomplishments use the acronym **C-A-R** to ensure you are communicating your experience effectively

- **CONTEXT:**
  - Setting (if not clear in name of organization),
  - Who did you work with (team collaborated on and/or population served)
- **ACCOMPLISHMENTS**
  - Overall task/project/goal accomplished
  - Relevant skills/methods/tools utilized to accomplish task
- **RESULTS**
  - Outcomes of actions (quantify results when possible) - OR -
  - Include the purpose or significance of task/project/goal (why did you do something)

\*\* How much information you provide regarding what you did, depends on how relevant the information is to

**Leadership and Teamwork Example**

*Before Example*

**Name of Student Organization**, Stanford University, 0/0000  
 ▪ Assisted with fundraising event

*After Example*

**Name of Student Organization, Stanford University, 0/0000**  
 ▪ Collaborated with team of student leaders in planning and implementing fundraising event raising \$5000 for research on heart disease in women. Recruited, trained and supervised 20 student volunteers. Coordinated schedules ensuring coverage for event and established a system of communication to inform volunteers on program updates.

## Research Example

Department of Internal Medicine, Stanford University, *Research Assistant*

*Advisor:* Name, MD

- Investigated the experiences of serious illness in an urban underserved population in San Francisco County hospital to develop a new pain management service for vulnerable patients
- Developed study idea, wrote IRB-approved application, conducted interviews, managed data analysis and final manuscript preparation
- *Presentation: Pain Management Interventions in an Urban Underserved Population. Doris Duke Charitable Foundation Conference, Portland, OR, May 0000*

## Format

---

**Step 4: Look at each section of the resume individually.** What do you want the employer to notice immediately? Bold, italicize or indent that information. In each section consider highlighting either the organization and/or the position title so the reader can immediately see the range of experience you have. You don't need to highlight city, state or dates

Additional Tips on formatting your document:

- 1 - 2 page
- Use 10-12 font size (for smaller fonts such as Times New Roman - use 11-12 font size)
- 0.75-1.0 margins (top and bottom margin can be .5)
- Use a font that is easy to read. (Times New Roman, Calibri, Cambria, Garamond, Helvetica, Arial, etc...)
- Bold, italicize, indent, and/or bullet any content you would like the reader to notice immediately