10 Steps to Creating a Rockin' Resume

ROCKY
MOUNTAIN
COLLEGE

1. Compile the necessary information. Everything counts: work, volunteerism, internships. You may create a master resume and then pull from that to create custom resumes for specific jobs.

2. Think about your goals and experiences. How can you use these to target a potential employer? What sets you apart? Choose experiences from your master resume that best fit your chosen field/job. Know what's on your resume so you can discuss it in an interview!

3. Look at examples of resumes, especially any that are related to your field of interest. You can borrow design or formatting ideas from a number of different resumes to create your own unique resume.

4. Avoid using word-processing templates because they can be difficult to manipulate, change or add information in the future.

5. Begin each phrase of your description with an action verb and use strong, detailed phrasing.

6. Be to the point and positive.

7. Do not exceed 2 pages, use standard font and margins and be consistent with the look of the page (bold, italics, etc.) Ideally, at this point in your career, your resume should not be longer than one page.

8. Contact professional references and have correct contact information for each reference.

9. Proofread, proofread, proofread! Don't rely on the computer's spell check to catch any mistakes. Then bring your resume to the Career Center for a professional critique.

10. Update your resume every six months or after every field experience or new job. Remember: your resume will forever be a work in progress.