

# Career Development Resume Instructions

Please use the official Georgia Tech Scheller College of Business undergraduate resume template and follow these instructions to create your resume. This resume format was selected through a survey of corporate recruiters. When using the template the tabs, margins, and fonts have been pre-set for you. Type your information into this form. Do not copy/paste from your old resume, because this will erase the embedded format. A resume is your sales brochure, it must capture the reader's interest. Take time and put effort into this document because your effort is apparent to the reader.

## FORMATTING:

1. Limit resume to **one page**, one side (no exceptions) in Word format. Do not state information more than once on your resume.
2. Do NOT add graphics, boxes, photos or borders. You must be able to explain everything on your resume.
3. Do not use experience and activities from high school, unless particularly relevant to the job you desire.
4. Use Times New Roman font of 10.5-point size (use 13-point size for the section titles and 14-point size for your Name).
5. Use single line spacing and the entire body of the resume should be left justified.
6. Make sure to maintain consistency throughout your resume by paying attention to the lines that should be in Bold, in Italics Bold, and in Italics. Print your resume and check for balance and visual appeal.
7. **HEADING:** Name, telephone number, city, state and email should be centered (Name should be 14 point bold and uppercase).
8. Use a professional email address, such as your GT email. Add a link to your LinkedIn account under your address line.
9. If the reader might wonder about your work status add U.S. Citizen or Permanent Resident under your address.
10. Entire Resume must be written in third person. Do not use "I", "me", "my", "we", "our", or "us".
11. **EDUCATION SECTION:** Use Bachelor of Science in Business Administration to describe the degree and add a line with your concentration, certificate(s), and scholarships below it.
12. GPA, significant academic honors, and significant leadership activities are optional under the Education Section. *Note: only show GPA if it is 3.0 or above.* If overall GPA is less than 3.0, you may use your Major GPA if greater than 3.0.
13. The date of your degree should be your expected graduation month and year. Spell out months.
14. **EXPERIENCE SECTION:** Experience may include paid, unpaid, volunteer, full-time and part-time jobs, internships or co-ops. List your experience in reverse chronological order, starting with your current or most recent position. Use present tense verbs for present activities and past tense for past activities. Order bullet items for each position by important to the job desired or career objective so that a person reads the most relevant accomplishment first.
15. **IMPORTANT** – A defining characteristic of a good resume is that it is **results-oriented with quantification**. When describing your work, it is very important to quantify your **accomplishments and results** (e.g. dollars saved, amount of new business generated, increased sales or profitability, improved efficiency, reduced staff needs, improved productivity). Through your bullet points answer questions such as "How did you add value?" and "How much did you impact the organization?" Clearly state the action you took to resolve a problem and the result. For example: "Developed new excel spreadsheets that reduced time to close financials each month by two days".
16. Use bullet points for all the content. Bullet points that require more than one line should start at the same tab as the first line. Use short statements. Be clear and concise. These are sentence fragments and do not have punctuation.
17. For companies that are not well known, include a brief overview (not to exceed a line) about the company and its primary services or products. This statement should be in italics and the font should be 9 point.
18. For locations, use City, State for US locations and City, Country for foreign locations (make sure the location is lined up to the right margin – use right justified text). In case you have two or more locations for the same company or job listing, use the slash forward to list the different locations. **Spell out the state or country.**
19. For periods of time, use Month Year in Italics (use right justified and spell out month). If you worked in two or more different positions within the same company, list the period of time for each position.
20. Use action verbs (e.g. budgeted, created, designed, directed, generated, implemented, interviewed, managed, produced, recruited, and supervised). If you are still working at a location use present verb tense. If you are no longer in the position, use past tense.
21. **SKILLS/INTERESTS:** Include professional, leadership, athletic, and community service activities. List positions of responsibility you held. All the lines that are stated as Optional in the template and not used should be deleted. Include computer skills, technical skills, foreign language proficiency, professional training or certifications, or other special abilities that are not listed in other sections of your resume and that relate to the position that you're applying for.
22. Use plain, white letter-sized paper and print using black ink on a laser printer.
23. Double-check for spelling, typographical errors, and grammatical errors
24. Do not include a references list or "references available upon request" on your resume. References are a separate document.
25. Make sure that there is enough "white space" in your resume so that it doesn't appear crowded.