

Resume PowToon

Your resume is one way to tell your story. To showcase your accomplishments, and relevant experience. To highlight your unique skills and interests. To stand out from other applicants. How do you tell a memorable story? Check out our top 5 tips for crafting an effective resume.

One: Tailor It

If you are applying for positions in different industries, such as Research, Technology, Consulting, or Consumer Goods, it's likely that some of your experiences and courses are going to be more relevant than others. Create different versions of your resume for each industry or type of position to which you are applying.

Two: Formatting Matters

Employers spend *maybe* 30 seconds reviewing your resume. If the font is too small, your sections aren't clearly labeled, or your most relevant experiences aren't towards the top, you'll end up in the recycling bin. Split up your experiences into sections that highlight your relevant skills. The section headings you choose, such as Industry, Project Team or Research Experience, will be determined by your personal experiences. Review the Resumes Module in the [Career Development Toolkit](#) for more tips and advice for building your resume.

Three: Be Active and Descriptive!

The bulk of your resume should focus on your professional, project, research, and/or extracurricular experiences. Each experience should have bullet points describing WHAT you did, HOW you did it, and WHY. Start each bullet with a strong action verb. Refer to our *Action Verbs for Engineers* handout for suggestions. Be sure to quantify and specify as much as possible. Employers want to know how you added value in a particular role, so focus on your results and accomplishments. Don't forget about your transferrable skills. Employers are just as interested in those as they are your technical skills.

Four: Demonstrate Skills & Personality

The final sections of your resume may include specialized skills and/or interests. The *Preferred Resume Formats* include examples of skills you may choose to highlight. You may also choose to include interests. Your interests should be listed after your skills and can add somewhat of a human element to your resume. Your interests should be unique and specific to you. Additionally, they can serve as fun talking points in an interview.

Five: Get a Second... Third... Fourth Opinion

Consider what 3-5 things you most want an employer to know about you. Show your resume to a friend, peer, or colleague and ask them what stands out when they look at your resume. Are they the same things?

Show your resume to someone with strong editing skills or attention to detail to be sure you don't have any mistakes.