

RESUME FORMAT GUIDELINES FOR MSFE STUDENTS

GENERAL GUIDELINES

The MSFE resume template has the following formatting features that you should **not** change:

Length	1 page
Margins	1" on all sides
Font	Times New Roman
Font size	No smaller than 10 point and no larger than 16 point
Order of Sections	"Name and Address", "Education", "Experience", "Skills" "Activities", "Honors", and "Additional"
Section Headings	<u>May</u> be combined to accommodate your experience for example, "Activities and Honors"

When entering your information, keep the following points in mind:

Dates	Should be listed in reverse chronological order (from most recent to oldest) within any section. Include both the month and year. Spell out names of months.
Content	Never include pictures, marital status, age/date of birth Do not use the words "I," "me," or "my"
Name Format:	Save your résumé using the following name format: Last Name, First Name – MSFErésumé.doc <i>Example:</i> Jones, Kris __ MSFErésumé.doc
Presentation	Print on a laser printer using high quality résumé paper – do not photocopy your résumé nor print it on an inkjet/dot matrix printer

NAME AND ADDRESS

- Your name should be the largest text on your resume (16 point maximum), in capital letters, centered and bolded. Generally, name is 2 pt. sizes larger than other text.
- Enter the address where recruiters will be able to contact you throughout the academic year. **You only need to include your home country (permanent) address if you're applying for a job back in your home country.** Adjust the font size so that the entire address fits on one line. Use correct telephone number spacing in format. Include only professional-sounding e-mail addresses (i.e., cjones@illinois.edu, not goof-off@hotmail.com)
- Copy and paste the separator bullets provided in the address line, if needed
- Use postal abbreviations for U.S. states – Examples: Illinois = IL, New York = NY

EDUCATION

- If you have more than one degree from the same institution, only list the institution's name once
- Include scholarships, fellowships or memberships in academic honor societies

- Include your **current** University of Illinois at Urbana-Champaign GPA and update it after every semester; readers know it will likely change by graduation
- Use the appropriate GPA or grading scale for your previous institution – ie: 94/100, 4.3/4.5, etc... DO NOT convert it to a 4.0 scale if your institution uses a different scale
- Include plans to sit for the CPA, CIA, CFA or other professional licensing exams

EXPERIENCE

- If you held more than one position with the same company, only list the company name once
 - Indicate different positions by position title and dates
- Include professional full or part-time, military, summer, volunteer, or classroom experience
- Begin each description with past tense **action verbs** unless you still hold the position (in which case you should use present tense action verbs)
 - DO NOT use “Responsibilities included...” or “Responsible for...”
- Give the most space to the experiences most relevant to your future career
- Quantify – show the scope of accomplishments by using US dollar amounts and/or percentages
- Don’t use periods at the end of each line of text; avoid one-word lines

SKILLS

- Indicate your native language, if other than English; include foreign languages and indicate level of proficiency
- Include computer skills only if you are proficient in them

ACTIVITIES

- Include relevant leadership experience and memberships and date of activity
- Do not include hobbies, interests, religious or political affiliations unless relevant to the job you’re seeking

HONORS

- Include scholarships, recognitions or accomplishments

ADDITIONAL

- Section could be titled “Professional Affiliations” or “Certifications” as appropriate
- Include licenses, certifications, and memberships in professional societies
- If your education and/or work experience is not in the US and you possess permanent U.S. work authorization, include U.S. work authorization status