

Resume Writing Tips

A resume is a reflection of your strengths; it makes you stand out amongst other applicants. There is not a correct format; however, there are basic guidelines you can follow. Your resume should not be exactly like a peer's resume because you are you, and there is no one like you.

Examples of Different Headings

Margins may have to be changed to accommodate various headers. Be sure to include full legal name, address, phone number, date of birth and e-mail address (please make sure your e-mail address is appropriate and reflects your professional side). Supplemental school information can be provided in (d)-55()



highlight any leadership positions within an organization. Try to make your resume one page. If your resume goes to two pages, try to make sure it takes up a substantial part of the second page. Watch for natural transition points if your resume moves to two sections.

Depending on your , below are options of sections you could possibly include in your resume:

- Education
- Test Scores
- Extracurricular Activities
- Volunteer Work
- Work Experience
- AP/Advanced Courses
- Awards and Honors

Examples

Test Scores

SAT I: December 2007 - 1800 (Critical Reading-600; Math-600; Writing-600)

SAT II: March 2008 - 1800(Critical Reading-600; Math-600; Writing-600)

ACT: June 2008 -31 (English-35; Math-32; Reading-36; Science-30; English/Writing-21)

x Assisted with daily operations of hospital pharmacy on a weekly basis