

## Sample Resume Format

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**AVAILABLE:** Immediately (or Month/Year)

**CAREER TRACK:** Finance, IT, Operations, Project Management, Consulting, Sales, etc. *Keep it concise – hit the wavytops; and no longer than 2-3 lines – a brief summary highlighting experience – do not refer to yourself in third person or state what you want to do. Employers are interested in relevant experience – not how you see yourself.*

**CLEARANCE:** If still active

**LANGUAGES:** If relevant

**EDUCATION:** State highest Degree – then undergraduate, etc.

**EXPERIENCE:** *Chronological order Do not go back more than 10 years; Keep resume 1-2 pages – recruiters generally review resumes in 20-30 seconds so get the good stuff on page 1; Highlight what is relevant to your career goals and job(s) you are seeking; State quantifiable data; Budgets (if relevant); Number of staff you supervised (if relevant); Achievements/Awards. We will assist with all of this and help translate your skillsets so you present at your best to employers at the Career Fair.*

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### FORMAT ADVICE:

**Contact Info:** Create a Header so it appears on Page 2; Include your address, phone, email; Make it easy for employers to get in touch with you. If you are willing to relocate – state at the top: **Willing to Relocate for Job**

**Margins:** Suggest .8 on all page borders – no smaller;

**Font Type:** Ariel Narrow; Garamond; Cambria – something easy to read that scans well; No graphics, colors or photos of yourself;

**Font Size:** No smaller than 11pt font – if difficult to read the recruiters will move on to next resume;

**Extra Resumes:** Bring 25-30 copies to the career fair on white copy paper – do not copy 2-sided, and do not staple if 2-pages – companies will scan the resumes. Feel free to bring multiple versions for different companies you are targeting; Apply for jobs in advance and bring a copy of the job description and job # you applied for – this is helpful to the recruiters and shows you are prepared and interested in their organization.

**Our two career coaches are prior military and prior corporate recruiters; They contact each candidate upon registration, so when they phone or email you please respond in a timely manner; They will provide individual resume review and career consultation, so you present at your best to the employers.**

**REMEMBER – A GOOD RESUME WILL BE READ**

