

NOTE: These are actual comments & feedback I provided to students. The text has been edited for confidentiality purposes.

- ▶ EDUCATION: To balance both the left & right side, include the City, State of where your institution is located on the very right side; Place & write out type of degree before your listed major [i.e. Bachelor of Science: Engineering]
- ▶ Remove & replace: Relevant Coursework with a heading titled: **Certifications/Skills** where this new heading should be listed at the end after your experiences.
 - ▶ While beneficial to keep a record of courses, employers are more interested in specific, tangible skills. Think about what broad categories to use that is applicable to the industry overall [i.e. software, hardware, platforms, programming languages etc.]
- ▶ ****However, feel free to update categories, certifications & skills as you gain them throughout your education & experiences in your specific industry****
- ▶ Also, include skills that would be transferable for ANY WORKPLACE (i.e. foreign languages, social media, graphic design)
- ▶ PROFESSIONAL/INTERNSHIP/RESEARCH/EXTRACURRICULAR EXPERIENCES:
 - ▶ Consider streamlining multiple headings to WORK/VOLUNTEER EXPERIENCE: because WORK covers 'professional', 'internship' & 'research' while VOLUNTEER covers extracurriculars, community service etc.
- ▶ List by the most current/recent first & then, list past experiences chronologically by work start date
- ▶ List the city, state on the very right side & list the dates of work next to the position (helps to organize for future if you end up with multiple jobs at 1 place or gain promotions)
- ▶ Use direct, active verbs under each experience [tip: read each bullet out loud & see if it covers concisely]; check verb tense where current work should be in present tense while past work should be in past tense
- ▶ No need to list days; just go by Month Year format
- ▶ In general, feel free to format your participation in conferences, workshops, seminars & other professional development like your work experiences. Instead of listing a specific job position, you can list other terms such as: Participant, Attendee, Member etc. Similarly, instead of listing a company you worked for, note the hosting organization or location instead.
- ▶ OPTIONAL: Add another section (after experiences) to highlight your AWARDS/HONORS.
 - ▶ AWARD DATES, AWARD NAME, (ORGANIZATION)