

RESUME REVIEW

1. When starting to build a resume, decide what the goal of your resume is. Are you looking for an internship? A Co-Op? A Full time position? Then, look at examples of other resumes and find a format that works best for you. Check out some example resumes on Engineering Career Services (ECS) or choose the fill-in-the-blank one to start your own!

<https://ecs.engr.wisc.edu/public/student/resume.php>

2. What to include on your resume

- Highlight your most relevant experiences
- Don't steal wording directly from the job description
- Use data- recruiters like to use numbers to get a better idea of your involvement and accomplishments
- Exclude obvious skills
- Include volunteer work, experiences, skills and accomplishments that relate to the job
- Login to your ECS account and view the presentation titled, "ECS Resume Workshop" for more suggestions and tips!

https://ecs.engr.wisc.edu/schubert/job_seeker/news.php

3. Formatting

- Keep it to one page
- Don't use more than two fonts and be sure the fonts you choose are easy to read
- Align dates and locations to the right
- Don't send your resume as a Word Document- Send it as PDF

4. Have people review and edit your resume- friends, family, co-workers, roommates, parents, professors, etc. The more feedback the better!

5. Engineering Career Services offers multiple resume workshops a month. Check out the calendar and find a time that works for you:

<https://www.engr.wisc.edu/academics/student-services/career-services/calendar/>

6. If you still have questions regarding your resume, make an appointment with the ECS staff member corresponding with your major at the following link:

<https://www.engr.wisc.edu/academics/student-services/career-services/contact/>

