

Resume FAQs

How long should resumes be?

- ▶ Resume lengths can vary. If you are just entering the job market with less than 5 years' experience, it is generally expected that your resume should be no longer than 1 page
- ▶ If you have more than 5 years' experience, 2 pages is acceptable. 3 or more pages is generally reserved for executive level and higher
- ▶ Since recruiters have many resumes to review, they may spend 30 seconds looking through each of them. So you should keep it short and relevant to the job you are applying to

What should I include in my resume?

- ▶ Contact information - this makes it easy for them to reach out to you!
- ▶ Optional brief summary about who you are (your motivations, interests, target/objectives, etc.). Try to avoid using descriptors such as "team player" or "hard worker", as this can come off as disingenuous
- ▶ Current or most recent position at the top, with older positions
- ▶ Education
- ▶ Professional certificates - if you have any
- ▶ Skills section for any specialize skills such as program familiarity (i.e. SAP, Oracle, Power BI), programming languages (i.e. C++, Python), and foreign languages (i.e. Spanish, Italian)

When do I no longer need to put down my GPA in my resume?

- ▶ After you have been in your first job post-graduation, it is no longer expected to include a GPA on your resume or the date of graduation/expected graduation

Should I include my entire work history?

- ▶ After a certain amount of time, you can begin to take out some of your older jobs that are no longer relevant to your current job search. For instance, if you had a part-time job when you were a student, but now have a professional full-time job, you no longer need to include that first job
- ▶ The emphasis should be on your more recent and relevant positions. If you feel the need to have former jobs on your resume, you can shorten them to just the important information: Company, title, dates. This will allow you more space to elaborate on the job details of a position that relates more closely to your current search

Anything else I should include?

- ▶ An "Achievements" section can help you highlight previous accomplishments or volunteer work. Recruiters may be interested in tangible information or evidence that show them you are the most suitable candidate for this position

What is LinkedIn?

- ▶ A professional social media platform where you can maintain your network, stay up to date on industry news, and apply for jobs

Do I need to have a LinkedIn profile?

- ▶ Yes! This is how Recruiters can find you and see if you are a match for any of their current jobs

How important is it to make connections on LinkedIn?

- ▶ Very important! The connections you make can help you land a job. For example: as you search for jobs, LinkedIn will show you if anyone in your network works for the company you are currently looking at. You can then reach out to that person and see if they would be willing to refer you to their recruiters for further consideration.

Who do I connect with?

- ▶ Connect with people you know: Coworkers, vendors, fellow students, teachers, friends, and family. You never know who in your network could help be that connection to your next job!
- ▶ If you want to connect with someone you may not know well, make sure to include a note when requesting to connect to let them know who you are or remind them of where you met

Should I have a profile photo?

- ▶ Yes, this is the proper place for you to add a photo
- ▶ Do: Smile, focus on a headshot, be professional
- ▶ Don't: Have multiple people, full body shot, distracting background

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