

## Creating an Effective Resume



**St. Martin Career Exploration Office**  
Career and Professional Success

Do you have a resume? Is it up-to-date? Are you confident it is the best it can be? Following these guidelines can help you create a document that stands out.

### **1. Presentation and Formatting are Important**

You have less than 20 seconds to impress an employer before they move on to the next resume. Make your resume easy on the eyes. You can use lines to break up sections, bold headings, modify spacing, use professional fonts, and be aware of white space. These are all ways to improve the look of your resume. See examples of COLSA resumes at <https://colsa.unh.edu/careers/student-resources> for ideas on formatting your own resume.

### **2. Be Concise and Convincing**

Stick to bullet points rather than paragraphs and begin each bullet point with a strong action verb. Highlight what is most relevant and include your accomplishments where appropriate. Providing details and quantifying helps an employer visualize you in the position.

### **3. Know your Value**

When you have a sound understanding of your strengths, you will be able to construct a stronger document focused around those skills. How do your strengths lend themselves to the job or industry you are applying to? Be sure to tailor your resume when you can to best demonstrate your fit for the position.

### **4. Focus on Transferable Skills**

You haven't had a job in the field you are applying to before? Focus on transferable skills. What skills have you gained through your work experiences, volunteer work, and campus activities that can be applied to the desired position? Communication, leadership, problem solving, and collaboration are all valuable skills across disciplines.

### **5. Have it Reviewed**

Don't forget this crucial step! Typos and errors are the quickest way to the bottom of the pile. Stop by Career Express or make an appointment with a career advisor to have your resume reviewed.