

How to Build a Resume

Having a resume is your first step to the professional world and one step closer to having your career dream job. A resume provides the support that highlights your professional brand. Starting your resume building early is more important than you might think as it can guide your career path.

- **Keep your format simple**

When making your resume, keep your format simple, 1-2 pages, professional, and easy to read. If you do not have work experience, it is best to stick to the chronological resume format. The more experience you have the less chronological format is needed.

In the upper section, you should include your name, phone number, email, and the city and state you live in. Do not put your home address for privacy reasons. Share your professional social media channels and profile. Include custom links, professional URLs, website, and professional portfolios.

- **Create a Value Statement**

Why are you the best person for this job? A value statement is a thesis statement of your professional brand in relationship to the needs of the job posting. Place the statement in the upper section under your personal contact information. Including a value statement invites the employers to imagine you as a colleague, displaying you value in connection to the needs of the job you are applying for.

- **School/work experience & Impact Statement**

Make sure you include your college work experience. Include internships, campus organizations and any volunteer experience you have had while in college. Under each of your experiences, include an impact statement. The impact statement includes what you did (your responsibilities) and your impact (accomplishments) you had on the organization.

- **Customize your skills to fit each job application.**

Prioritize your strengths and skills according to the job description. Use the exact language used in the job posting. Let the employers know what you can do for their needs.

