

## CRAFTING A RESUME

A resume is a personal marketing tool used to show interest in a job, internship, honor society, or graduate school. Your resume should speak directly to the role or industry you are seeking. In many cases, it is appropriate to create multiple resumes to target different career outcomes.

As you build your resume, be sure to utilize the tools available on the [Resume, CV, and Cover Letter Development page](#). Here you will find sample resumes, templates, and a wide range of resume resources. Be sure to utilize your research from job postings as you carefully craft resumes that showcase your abilities to meet the needs of employers.

**Before submitting your resume for review by a Career Services Specialist, utilize the checklist below to make sure your resume is ready for feedback.**

- Contains a heading with clear contact information (one phone number and a professional email address)
- Includes a strong summary section (no objective statement)
- Check for spelling and grammar errors
- Utilize bullets instead of paragraphs
- Begin bullet points with action verbs, in the correct verb tense (past tense for past roles and present tense for current roles)
- List your education in reverse chronological order (most recent first and working backwards). Don't forget to include Ashford University and list the date you completed (or plan to complete) your degree.
- Omit your high school diploma from your education section
- Utilize consistent, conservative fonts. Don't use smaller than an 11 pt. font and be sure that your font size is consistent.
- Create a resume free of tables, lines across the page, graphics, and photos
- Remove periods at the end of your bullet points, as these are not complete sentences
- Avoid using "I" statements
- Spell out or abbreviate the months, rather than using the numbers (i.e. March 1999 – Present), for a more professional look

If you are planning to apply for a federal job, please see our [Military, Veteran, and Federal Employment page](#) to learn more about tailoring your resume to a federal position.