



Resume Expectations

Spring 2016

Resumes are a concise format for applicants to outline their education, previous work experience, volunteer experience, or leadership activities and highlight overlapping areas between the job description and qualifications. This document outlines our association's expectations for resumes, important components to include in a resume, and a list of available campus resources.

Our Expectations

- Clean, concise writing style
- One page strongly recommended, two page limit
- Resumes should be proofread before submitted
- Use bulleted statements to outline your experiences in relation to the necessary skills for the position
- Use powerful action verbs — an example list can be found in the UW Career Center Gold Career Guide
- Take advantage of available resources before submitting your application
- Only PDF documents will be accepted

Important Components

- Formatting — 11 or 12 point font size (not smaller than 10 point), an easy to read typeface, reasonable margin size
- Contact Information — name, address, phone number and email address
- Education — include the name of any educational institutions, the city and state, and the degree or honors received
- Work Experience/Volunteer Experience/Leadership Activities — include your position title, place of employment, location and employment dates

Resources

- ASUW Personnel Director — asuwpd@uw.edu
- UW Career Center — <http://careers.washington.edu/Students/Resumes-and-Interviews>
- Odegaard Writing Center — <https://depts.washington.edu/owrc/>

Potential Resume Format

Name

Address

Email | Phone Number

EDUCATION

School, Location | Enrollment Dates

Degree & Honors

WORK EXPERIENCE

Position Title | Employment Dates

Organization Name

- Use bulleted statements to outline your experiences in relation to the necessary skills for the position
- Use powerful action verbs

Position Title | Employment Dates

Organization Name

- Use bulleted statements to outline your experiences in relation to the necessary skills for the position
- Use powerful action verbs

VOLUNTEER EXPERIENCE

Position Title | Volunteer Dates

Organization Name

- Use bulleted statements to outline your experiences in relation to the necessary skills for the position
- Use powerful action verbs

Position Title | Volunteer Dates

Organization Name

- Use bulleted statements to outline your experiences in relation to the necessary skills for the position
- Use powerful action verbs

OTHER EXPERIENCE

- List awards, honors, or other relevant experiences in this section