



## Resume Writing Workshop

<p><b><u>FORMAT</u></b></p> <ul style="list-style-type: none"><li>•1 page only</li><li>•Reverse chronology</li><li>•Use bullet points</li><li>•Easy to read font</li></ul>	<p><b><u>CONTENT</u></b></p> <ul style="list-style-type: none"><li>•Academic history/GPA</li><li>•Full name/email address/phone number</li><li>•Honors &amp; awards</li><li>•Work experience</li></ul>
<p><b><u>LANDMINES</u></b></p> <ul style="list-style-type: none"><li>•Typos/spelling errors</li><li>•Inaccurate/false information</li><li>•Irrelevant objective statement</li></ul>	<p><b><u>EXTRAS</u></b></p> <ul style="list-style-type: none"><li>•Cover letter</li><li>•Know proper mode of submission</li><li>•Writing samples/letters of reference</li></ul>