

# Recommended Content, Style & Format for F&ES Student Resumes

## *Content Basics*

- Focus on current master degree level knowledge, skills and experience
- Include highly relevant paid and unpaid experience
- Include no more than the past 10 years, AFTER high school
- Highlight results or end-products
- Choose highest level skill mastery and edit out lower level skills, i.e. data analysis rather than data entry
- Carefully select items most relevant to your goals and intended audience
- Include relevant master degree coursework; thesis title; publications; student assistantships; internships; course project work; examples of leadership
- Include relevant professional associations and certifications
- Develop and arrange resume element sections appropriate to the amount of experience and goals—i.e. if you have completed four student consulting projects and are targeting an environmental consulting position, consider an element section titled “STUDENT CONSULTING” that includes descriptions of the four projects. If you have completed one student consulting project, you may opt instead to include it as a bullet item of highlights under F&ES in your EDUCATION section.

## *Style Basics*

- Use Yale e-mail address
- Use action verbs to start descriptions of responsibilities and accomplishments
- Quantify experience when possible, i.e. 5 years, \$50,000, 4 staff
- Edit and rewrite--make the reader's job easy by crafting succinct but detailed descriptions
- Include EDUCATION section near top to highlight Yale and F&ES
- Include a 2-3 sentence Summary of Qualifications if you are a career changer with 7 or more years of experience or if you have a wide variety of experience

## *Format Basics*

- At least .75" margins all around, keep margins consistent
- Plenty of white space
- Indent and use bullets for each resume element section list
- Present bullet items in reverse chronological order
- 1 page recommended. 2 pages for significant experience
- Font no smaller than 10 pt.
- Standard font, such as Times New Roman, Arial (i.e. no script or funky fonts)
- Use bold, italics, all caps to distinguish levels and types of information
- Pdf for electronic versions or be sure to accept all changes in tracking in Word docs
- Black ink on white or off-white paper—high quality paper if mailing

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