

## What goes into a resume?

### ***~ Include ~***

- Name and email. *Provide address, phone, email, and website (if relevant to the desired job) when you are confident that the company is legitimate.*
- The job sought. Take this from the exact job title you are applying to when possible. This can go after your contact information in bold, be put in as your Objective, or be part of a Summary or Profile.
- Qualifications and/or skills relevant to the particular job, and professional traits/transferrable skills that make you a good candidate.
- Education, licenses and certifications.
- Work experience. Give a “snap shot” of major responsibilities to convey a sense of you as an employee, rather than a list of specific tasks.

### ***~Additional Categories~***

- Military service.
- Volunteer work can go in a separate category or under experience.
- Accomplishments.
- Publications.
- Awards or acknowledgements.

### ***~Key Points~***

- Make the resume 100% error free.
- Target the resume to the desired job. This usually means tweaking the objective and the skills or qualifications sections.
- Resume should be one to two pages in length; include your name on page 2.
- Don't limit the resume to one page if this means leaving out pertinent information.

Questions? Contact Internships/Experiential Learning at [internships@rrcc.edu](mailto:internships@rrcc.edu).