

Tips for Preparing Your Resume

Knowlton School of Architecture

Before You Start

- Your resume creates a first impression of you; Consider your resume as a marketing tool
- It should be a concise picture of your education, qualifications and experience
- Make sure your resume is relevant to your audience's needs and your goals for employment
- Design your resume in a visually-appealing manner, yet make sure it is simple and clear
- Draw/sketch an outline of the document's layout
- Research examples online and in the library (*Resumes for Architecture and Related Careers* (NA1995 .R47 2004) is available in the reference section of the KSA Library)

Format

- Stick to just one-page; two pages should be used only if you have extensive (10+ years) experience
- Choose a conservative font that is easy to read/skim
- Use simple, clear formatting to emphasize headings and credentials
- Use boldface, bullets and italics strategically to make the document easier to read
- Name, address, phone number and e-mail address should appear prominently at the top of the page (make sure that your voice mail message and your e-mail address are both appropriate and professional in nature)

Content

- Highlight your education, skills/qualifications, accomplishments and work experience
- You do not need to include high school information—this is implied since you are in college and/or already have a college degree
- Leave off personal information regarding your age, marital status, and religious or political affiliations
- Begin every statement with an action verb and use active verbs to describe past accomplishments
Do not use complete sentences or paragraphs; leave out *a*, *an* and *the*; leave out unnecessary words; avoid slang
- Avoid repeating words
- Cite examples that demonstrate desirable traits (leadership, ability to work as part of a team, etc)
- Employers already assume that "*references are available upon request*" so exclude this line (but you should line up references and have information ready when an employer asks; always ask your references for their approval)

Review

- Before distributing your resume, proofread, proofread, proofread to eliminate errors in spelling, punctuation and grammar (don't depend on spell check and grammar check alone, ask someone else to review)
- Ask an advisor, staff or faculty member to critique and review your resume for clarity and effectiveness
If e-mailing or uploading your resume, create a PDF version and name it so that no one has to guess what the document is (i.e., StudentName_resume.pdf)