

## A Good Resume

You have worked hard in school, and in reality your whole life, to acquire the education and skills you now have. You owe it to yourself to present them the best way you can.

1. **Brainstorm.** List every demonstrated skill and ability that you can think of since birth. Rank and organize them by importance to a given employer. I recommend the format given in the handout
2. **Objective.** Make it your own, compelling and short
3. **Education.** List your school, major, degree and graduation date. If GPA is > 3.0 list it. If below, is your upper division greater? Then list that one
  - a. Highlight any class(es) and school clubs you believe you excelled in and the reason(s) why
4. **Work Experience.** ANY! Highlight the problems you encountered, how you solved them and the results
5. **School/Research Experience.** Highlight relevant projects you worked on, especially within a team
6. **Definitive Skills.** Like programming, CAE, languages...
7. **Achievements/Recognitions.** ANY!
8. **References.** List the quote and the name and company of the individual

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