

Resume – Minimum Requirements

A resume is a formal summary of your experience and education. It should be error-free, accurate, and well organized. In order for your resume to be accepted into Career Connection, for prospective employers to have access to your resume, and for you to schedule interviews through the UM-Flint Career Center, it must meet the minimum requirements listed below.

Contact Information

- Display your name, address, phone number(s), and e-mail address clearly at the top of the page.

Career Objective or Professional Summary

- Include position or function desired

Education Section

- List your most recent degree first in this section (if you have more than one degree).
- Spell out the name of the university (e.g. University of Michigan-Flint) and location (city, state) of the institution.
- Use the official name of your degree (e.g., Bachelor of Science, not BS), and spell out your major, minor, specialization, or license.
- Indicate your graduation date or expected graduation date, specifying the month and year.
- Include your G.P.A. if it is a 3.0 or higher. (Strong Recommendation)

Employment or Experience Section

You have two format options, chronological or functional:

Chronological resume format

- Organize your experience in reverse chronological order (most recent job/position listed first). You can also use headings such as “Relevant Employment” or “Relevant Experience” to organize and present your most significant experiences first (e.g., an internship in your career field or relevant project). List your other jobs next under a separate heading (e.g. Work History). (Strong Recommendation)
- Indicate the name, city, and state of the employer or organization.
- List your job title and the starting and ending dates (month/year) for each job, internship, co-op assignment, and volunteer activity.
- If you are a teacher candidate, include your student teaching and methods experiences.
- Use past tense verbs to describe your previous job responsibilities and accomplishments, and present tense verbs for current jobs or positions.
- When describing your experiences, do not use “I” statements.

Functional resume format

- Organize your experience into skill categories that are relevant to your career goals.
- Use strong [action words](#) to describe contributions and achievements.
- Include a brief work history near the end of your resume.

Honors and Awards Section

- Specify the full name for each honor or award, the organization that gave it, and the month/year it was received.

Activities Section

- List the full name of each organization, offices or leadership roles held, and dates of your involvement.

Additional Requirements

- Do not include any of the following personal items: photograph, marital status, gender, ethnicity, religion, height, weight, or date of birth.
- Do not list your references within your resume. Instead, create a reference page (that can be uploaded and maintained in Career Connection as a separate document in the “other document” category).

Layout and Design

- Use a font size for body that is large enough to be easily read (minimum 10 pt.).
- Check to make sure your style and layout are consistent throughout the resume (e.g., same font and bullet; standardized format for heading, subheadings, listings).
- If your resume is longer than one page, put your name and page number on the top of the subsequent pages.
- If you have a multiple page resume, make sure you fill at least half of the last page.
- Resume is no longer than 3 pages.
- Resume should be free of spelling and grammatical errors.