



Tips for Building a Great Resume

Check the Resource Library on [Job Grid](#) for a resume template and more tips and information!

Draft the Layout

- ✓ **General Format:** Use a clear, easy-to-read format like the Recommended Resume Template on Job Grid
- ✓ **Font Type:** Use a simple, easy-to-read font such as Times New Roman, Arial, or Calibri
- ✓ **Font Size:** Stay between 10- and 12-point font with your name at 14+ point font
- ✓ **Margins:** Stay between 0.5” and 1” all around the page, preferably not less than 0.7”
- ✓ **Length:** Fill up one page without going over. Once you have a draft, get a critique for help with specifics
- ✓ **Other Formatting Notes:** Use white space, bolding, and italics to draw the eye to important information

Draft Content

- ✓ **Getting started:** Follow the recommended template and review the sample resume on Job Grid to fill out each section of your resume to the best of your ability
- ✓ **What to include in your experience section:** Start with college-level experience if possible unless you are a first-year student or you want to highlight something especially relevant from high school like an engineering-related work or project experience
- ✓ Examples of experiences to highlight:
 - **Engineering Work Experience:** internships, co-ops, research, or part-time jobs in engineering
 - **Engineering Project Experience:** class projects and/or personal projects related to engineering
 - **Involvement/Leadership:** on- or off-campus organizations, service projects, or volunteering
 - **Other Work Experience:** full-time or part-time jobs, even if not related to engineering
- ✓ Content of bullet points:
 - Answer these questions: **What did you do? How did you do it? What were the results?**
 - Start each bullet with a **strong action verb** using the Strong Verbs Chart on Job Grid
 - Highlight **technical skills** and soft skills you used and learned
 - Add **data points** like numbers and percentages when possible
 - Incorporate **keywords/phrases** from job descriptions to which you are applying
- ✓ Do not use first-person pronouns (I, me, my, our, us)
- ✓ Do not include a picture, references, or personal information like date of birth or marital status

I have a draft! What next?

- ✓ Proofread grammar, spelling, and punctuation
- ✓ Make sure your font and overall format are consistent throughout the document
- ✓ **GET YOUR RESUME CRITIQUED**

Resume Critiques:

- ✓ **Check your TTU email and Job Grid for information about Engineering Career Services critiques**
- ✓ Veterans and students with ~3+ years of experience should email coe.careers@ttu.edu for a critique
- ✓ Graduate students are encouraged to contact the [University Career Center](#) in Wiggins Complex for a critique

Email coe.careers@ttu.edu with any questions!