RESUME One Pager

Do's

Keep it concise
Aim for one page, using clear headers and bullet points for easy reading.

Tailor it
Customize it for each application by highlighting experiences/skills relevant to the specific role.

Showcase relevant experiences
Include education details like GPA, SAT/ACT scores, and advanced courses, as well as leadership roles, club involvement (like FBLA!), & volunteer work.

Highlight hard and soft skills
Include technical skills (like programming languages if applying for tech roles) and soft skills (like teamwork and communication).

Quantify achievements
Use numbers and data to show your impact (e.g., "Increased club membership by 30%").

Start with action verbs
Use strong words like *led, developed, organized,* or *designed* to describe your experiences. Here's a link to some great action verbs.

Be professional
Use clean, simple design and include a professional email. Add links to a LinkedIn profile or GitHub if you have them.

Proofread
Double-check for grammar and spelling errors.

Don'ts

Don't pad it with filler
Avoid listing irrelevant jobs/activities unless they demonstrate valubale skills like responsibility or leadership.

Avoid unnecessary details
Stick to relevant information and keep technical terms specific to the job description.

Keep the design simple
Avoid flashy colors or fonts to make it hard to read.

Be honest
Don't exaggerate or inflate your skills or experiences.

Avoid vague language
Skip generic phrases like "team player" without giving specific examples to back them up.

Don't overuse soft skills
Focus on technical and measurable skills, and only include soft skills if you can show how you applied them.

Stay professional
Avoid casual language and always maintain a formal tone.

Update regularly
Tailor your resume for each internship, ensuring it reflects your latest skills and experiences. It's alright to have multiple versions of your resume.