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Stanford university resume

By Amy Price DPhil (Oxon) Your resume for this application only needs to be a short one page document that showcases your interests and accomplishments. This will give application reviewers an idea of who you are and how your interests might grow and change during the course. Sections that some high school resumes include: Interests Jobs if you have one Extracurricular Activities Volunteer work Achievements/Awards/Honors Projects Additional Skills Only include sections that are relevant and that you are happy to have accomplished. You may want to make a professional email address using your name and numbers if need be. This is to use for scholarships, employers and other opportunities. It is helpful to share a summary of your goals and objectives. This alerts reviewers to your strengths and primary goals. One section could include any recent job/internship/volunteer experience. Think about what might be most applicable for the application and how much space you have to work with. No one expects a student to have a lot of work experience. Instead share your activities and why you chose them. It is also good to share software, video, art, and other skills. Are you a peer to peer instructor, do you volunteer at a food bank. Are you popular on social media, have your own blog, or maybe a You Tube channel. Mention these areas and how you are using them to change your corner of the world. Resume Building Tools for Students To build a resume in Microsoft Word you can use a Template by going to =>Word=>New from Template and choosing a template. It will open like a word document, once it is open, save the document in a place where you can easily find it and start to write. Pages and Google Docs also offer formatted resume templates. In Pages template choices will open with a new document. Click on Google Docs under Personal, then click on Template Gallery to see a list of template options. Here you can find multiple letter formats to use for a cover letter, and the resume formats. Another method to prepare a resume is to use a free program to build, print, download, and even post your resume at � or search online for other programs. This link contains more information about how to write and format your resume with some special help for teens who may not have work experience. Other examples can be found by searching Pinterest or Google Images. One recent tool that some students have found useful is an online resume coach and building tool called Novoresume. The advantage of this tool is that it provides useful realtime feedback to help you understand how you might improve your resume and incorporates useful informational graphics into your resume. It is also a free tool. Skip to main content Skip to secondary navigation Stanford University (link is external) The average recruiter spends six to eight seconds scanning a resume. What do you want your target audience's key takeaway to be in that brief time? Your resume is a marketing tool designed to communicate relevant experience and accomplishments to your target audience. A resume is not a biography. Tailor your resume and cover letter to different audiences, and highlight the information most relevant to that audience. You can find many examples of resumes and cover letters in the Career Handbook for Experienced Professionals. Header: Includes your name, email, phone number, and LinkedIn URL. You do not need a street address. Repeat your name on the header or footer of page 2. Summary: Communicates your core brand and competencies. Define what's unique and relevant to your target role. It often includes your years of experience and bullet points of your key accomplishments or skills. Limit the summary to 4 lines plus bullet points. Experience: Highlights work experience in reverse chronological order. If career changing, consider organizing bullet points under functional categories (see sample). If your company is well known, then no company description is required. If it is not well known, add a one-line description after the company name. Additional Work Experience: Any experience older than 15-20 years or not relevant for the desired role should be listed in another section titled "Additional Work Experience." In this section, each job should list only the employer and the job title. Education: Follows "Experience" section because we recommend that experienced professionals lead with their professional story. If you are over 50, consider omitting graduation dates. Additional: Highlights languages, relevant skills, volunteer work, and/or interests. For each job, include size and scope, revenue or budget managed, and number of people on your team. Bullets should focus on results and measurable impacts you've had, as well as unique contributions. Be as quantitative as possible: revenue growth, money saved, market share growth, etc. Use strong action verbs. Make the most interesting fact at the beginning of the bullet; it will entice the reader to read the rest. Maximum of two pages. Remember to put your name and email on the second page of the resume, in case the pages get separated. Left-hand justified as U.S. recruiters scan from left to right. Use bold font to highlight either your company or your title, whichever will be more impactful to your audience. For each job, use 3-4 bullet points of no more than 2 lines each. Minimum 0.70 margins. White space helps people scan. Avoid additional formatting like lines, graphics, and italics — unless they help readability. Use an easy-to-read font such as Calibri or Arial in 11 or 12 point size. Your cover letter communicates your interest, qualifications, fit, and value to a prospective employer. In other words: Why do you want me? And, why do I want you? Keep it brief and simple. Talk about why you are a match for the job. Highlight relevant skills and experiences as well as demonstrated passion for the sector. Bullet the highlights (no more than 4) for easier reading. Express clearly why you are drawn to this company and role. Communicate your enthusiasm. Show your interest by working in your knowledge of the company and industry and its products, services, customers, and recent news. Skip to main content Skip to secondary navigation Stanford University (link is external)