



USC Consulting Club

Resume Handout

Document Overview

1. Find some one else's resume to reference
2. Make sure your name is larger than all other text but not too much larger
3. The whole document should have the same font type throughout
4. Margins should be equal on all 4 sides
5. Margins that are too large look unprofessional and margins that are too small make a resume look like a block of text (try to have margins that are larger than .5" and smaller than .8"), make sure that the resume is full
6. Eliminate the objective section
7. Suggested order of sections: Education, Professional Experience, Leadership Experience, Interests and Affiliations
8. Check for any inconsistencies in formatting (very important)

Education Section

1. Make sure to use your school email address instead of a personal one
2. Put school related awards that you might have forgotten about
3. Round your GPA up if not put two decimals
4. Place your GPA strategically: if it is high put it in bold and center it
5. Put your major GPA or minor GPA on your resume if it is higher, perhaps put only major GPA
6. Take off your high school achievements ASAP
7. Put your SAT scores if they were above 2300
8. Use "relevant coursework" as a filler if you need a fuller resume
9. Use lines to make the heading distinct, one above and below or just one below

Professional Experience

1. Check for consistency in the dates, recommend using month-year
2. Dates should align either to the left or the right
3. Put your most impressive and relevant experience first
4. If your company is impressive put it before your title
5. The title of your position can be manipulated "IT help desk" to "Multimedia Specialist"
6. Take off anything that is unimpressive or would not like to be asked about in an interview
7. Try not to have any large gaps in time between experiences
8. Use the title Professional Experience vs. Work Experience and Leadership vs. Activities

9. While doing your internship, record what you did as you do it to make for better bullets
10. Make sure your impressive experience has 1-2 more bullet points than all of the rest
11. The first word of every bullet should be an action verb and should be in the same tense
12. Do not repeat action verbs
13. Emphasize transferable skills (try to incorporate numbers and industry jargon into wording)

Leadership, Skills and Interests

1. Word a bland experience into a good one: from “Participated in various member events and meetings” to “Actively participated in sponsored tours with corporations such as AirForce Research Labs and SpaceX”
2. Personal Interests are great for talking about in interviews especially if they are a company that cares a lot about culture
3. Skills can also be used as a good filler in a resume (Computer, Language...)
4. Keep your old resumes in a binder