

Resume Workshop Handout: Tips, Tricks & FAQs

Facilitated by Sarah Abboud-Wilson

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Top Resume Tips

1. Use ATS-Compatible Formatting

- Stick with basic fonts: Arial, Calibri, Times New Roman
- Avoid: Canva templates, fancy bullets, graphics, text boxes, columns
- Acceptable file formats: PDF or Word (.docx)
- No headers or footers
- Use clear section headings: EDUCATION, EXPERIENCE, SKILLS, etc.

Free Tool Mentioned:

GoEducate Resume Builder

www.goeducate.io/resume

Free ATS-friendly resume formatting tool

2. Customize for Every Opportunity

- Tailor your resume to each job, internship, or college application.
- Use language and keywords from the job/internship posting or college mission statement.
- Example: Applying to the United Nations? Use phrases like "cross-cultural communication," "international development," "global policy."

3. Highlight Power Skills

Employers and colleges value:

- Leadership
- Adaptability
- Collaboration
- Initiative
- Communication
- Time Management

4. Optimize with Keywords (But Don't Overdo It)

Include 2–3 targeted keywords in each of these areas:

- Summary or Objective
- Skills section
- Experience descriptions
Use synonyms when appropriate (e.g., "collaboration" vs. "teamwork"), and avoid keyword stuffing.

5. Structure Matters

- List experiences in reverse chronological order, recent first.
- Label contact information clearly:
Susie Buttercup
Phone: (555) 620-5555, Email:susie.q.buttercup@gmail.com, LinkedIn: LinkedIn URL,
Location: Salt Lake, Ohio
- Put dates at the beginning of each entry for easy scanning

6. Skill Sections by Proficiency

Structure your skills like this:

Laboratory Skills

- Introductory: Microscopy, Gel Electrophoresis
- Proficient: PCR, Spectrophotometry

Avoid vague language like "basic." Instead, specify your skill level clearly.

Have carefully chosen and well-defined categories that reflect the opportunity. E.g. having a Lab-work section for a humanities opportunity wouldn't be advisable.

Safety & Privacy

- Never include your full home address – city and state are sufficient
- Do not send resumes to unsolicited contacts on LinkedIn or social media
- Be wary of "opportunities" that ask for your resume but provide no official application site
- Apply directly through the organization's website whenever possible

Free Tools Mentioned

- **GoEducate Resume Builder**
www.goeducate.io/resume

Free ATS-friendly resume formatting tool

- **Career Interests Survey**

<https://www.goeducate.com/GOSurvey>

Helps guide students unsure about what types of opportunities to pursue

Frequently Asked Questions

Q: Should I list specific names of people I worked with?

A: Yes, if they could be a reference or letter writer.

Q: Do Ivy League or Top 20 schools need different resumes?

A: No difference in format. Do tailor the content to each school or program.

Q: Can ChatGPT or another AI write my resume?

A: AI can help structure and format, but you need to personalize the content.

Q: How should I name my resume file?

A: Use a professional format such as:

`FirstName_LastName_Resume_Opportunity_MonthYear.pdf`

Example: `Sarah_Abboud_Resume_ForensicsInternship_UNH_June2025.pdf`

Q: Can I use images, columns, or Canva templates?

A: No. These reduce ATS readability and can cause your resume to be filtered out.

Q: How long should my resume be?

- High school students: 1 page
- College students or professionals: 1–2 pages

Final Questions to Reflect On

- What qualities does this opportunity value in an applicant?
- What achievements or projects best show my leadership and commitment?
- How can I demonstrate technical skills or subject knowledge?
- Does my resume clearly show growth, potential, and readiness for this opportunity?

