Resume 101

NSM Career Center

College of Natural Sciences and Mathematics

PURPOSE

- PROVIDE CONTACT INFORMATION
- SUMMARIZE EDUCATION, SKILLS, & EXPERIENCE
- SHOW WRITTEN COMMUNICATION SKILLS


You absolutely must comply with Applicant Tracking Systems.
ATS

GETTING THE INTERVIEW

Step I: Pass ATS

- ATS Scoring
- ATS Taxonomy

Step II: Pass HR

- Readability
- Key Words

99% OF U.S. COMPANIES RELY ON ATS!

THE AVERAGE RECRUITER SPENDS 7 SECONDS READING A RESUME!

FORMATTING

General

- Single column
- Fonts: Arial, Calibri, New Times Roman, Garamond
- Font Size: Maximum 16 for name & 12 for text
- Length : Undergraduate = 1 page
  Graduate = 1+ pages

Contact Information

- Phone NOT OPTIONAL!
- Email
- LinkedIn
- Link to projects

Education

University of Houston, Houston, TX
Bachelor of Science, Major Expected Month Year
Minor: X
GPA: #.##



Section Titles & Terminology

- Academic Experience, Project Experience, Technical Experience, Work Experience, Field Experience, Clinical Experience, Shadowing Experience, Volunteer Experience
- Data Science VS. Data Analytics Vs. Data Analysis

DO'S

Include Skills & Certifications

Bullet points should begin with an action verb in the past tense.

Action verb + project/subject = result/outcome/why

At least 1 bullet point in each entry should be quantified

Always submit resumes in the format specified by the employer.

ATS reads PDF text files & Word documents.

TIP

ATS tracks the start & end dates to total your experience.

January 2023 – May 2024

October 2020 – Present,

Feb 2023 – Feb 2023

EMPLOYER INSIGHTS

Is this applicant genuinely interested in this industry or job?

Will this applicant fit in with my team?

Will this applicant excel?

Would you hire you?



DONT'S

- Don't use 2 columns, embedded tables, headers or footers!
- Don't use color, graphics, icons, pictures, QR codes.

- Don't overshare. Leave out location, date of birth, gender, ethnicity, and immigration status to avoid discrimination.

- Don't include high school experience after the first collegiate year.
- Exceptions = Eagle Scout, Gold Award, or National Merit, Achievement, or Hispanic Scholar Finalist.

- Don't use "I" statements in bullet points.
- Don't write in complete sentences or paragraph form.

- Don't use AI to write your entire resume without revising!
- NEVER claim to have skills that you don't have!

Proofread your resume!

- USE MICROSOFT EDITOR OR GRAMMARLY
- AVOID ANY EMBARRASSING TYPOS
  - “MANGER” IS VERY COMMON.
  - “PROFESIONAL” IS #1.

HIRENSM RESOURCES

- HIRENSM > RESOURCES, TOP-RIGHT > DOCUMENT LIBRARY > SEARCH TAG "TEMPLATES"
- HIRENSM > COUNSELING TAB, TOP RIGHT > SCHEDULE A VIRTUAL 1:1 APPOINTMENT
- HTTPS://SKILLSYNCER.COM/
- HTTPS://UH.EDU/NSM/CAREER-CENTER/STUDENTS/ > GET IMMEDIATE FEEDBACK ON YOUR RESUME > UPLOAD YOUR RESUME HERE
- HTTPS://GPTZERO.ME/