Handshake Resume Guidelines for Lerner Graduate Students

Resumes for Lerner graduate students will only be approved for use in Handshake if they meet the below minimum requirements. Approval based on minimum requirements does not necessarily mean your resume is the strongest it can be. Consultation with a career coach is highly recommended for all students prior to beginning the job/internship search process. Schedule an appointment with a career coach in Handshake here: https://udel.joinhandshake.com/edu

Format
- ☐ Document file title clearly states applicant's first and last name
- ☐ Font size is between 10pt-12pt (Name may be 14 pt. if format allows)
- ☐ Font style is accessible and easy to read, preferably sans serif such as Calibri or Arial
- ☐ Bold, italic and underlined fonts are utilized logically and consistently throughout
- ☐ Bullet points, paragraph spacing, and indentation are properly and consistently aligned
- ☐ Margins are between .5 - 1 inch
- ☐ Usage of color and graphics is minimal
- ☐ Length is 1-2 pages (single spaced)

Content
- ☐ There are no major grammatical or typographical errors. A few basics to check:
    - ☐ Proper use of tenses and definite/indefinite articles
    - ☐ Correct capitalization, punctuation, and spelling
    - ☐ Consistent and proper use of acronyms
- ☐ Includes clearly labeled sections for: Education, Skills, and Experience
- ☐ Does not include headshot or other personal information such as birthdate
- ☐ Optional: Summary statement (not objective statement) that effectively communicates core brand and competencies

Header
- ☐ Includes full name, email address (UD email preferred), phone number (xxx-xxx-xxxx)
- ☐ Preferred: LinkedIn profile as customized URL and/or link to website/portfolio
- ☐ Optional: City, State or metropolitan area such as "Greater Philadelphia Area" (DO NOT include street address or zip code)

Education Section
- ☐ Includes all post-secondary degrees obtained and in-progress (does not include high school)
- ☐ Each entry includes degree obtained (MA/MS/MBA/PhD), institution, location, and date of graduation in (Month Year) or expected graduation (Expected Month Year)

Skills Section
- ☐ Includes technical skills, industry-specific knowledge and languages as applicable (DO NOT include behavioral skills such as "team player, oral/written communication, organized, etc." or hobbies and interests)