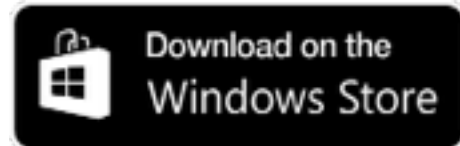


Your Career.
Your Terms.



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Keys to Your Résumé

Résumé vs Curriculum Vitae (CV)

Résumé: 1 page; Adapted for specific job applications

CV: Full history; Best for academia & research careers

Résumé Format

Keep it 1 page, if possible; Always send as PDF file

Margins: .5" left & right; .5"-1" top & bottom

Font: Simple fonts like Times or Calibri, size 11 or 12

Résumé Sections:

Education

Experience

Leadership/Honors/Awards

Additional: Computer Skills, Languages, Interests

Résumé Entries:

Show impact using metrics/numbers

Use variety of action words

No grammar/spelling errors

Need more financial aid?

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