

HOW TO BUILD A RESUME

1. Layout & Length

Select a simple layout and keep your resume to one page. Take a look at these [helpful resume examples](#) to get started.

2. Contact Information

Start with your full name (given first and last name).

Include your contact info: phone number, email and LinkedIn URL (optional).

3. Education

Include Whitman College information such as academic interests, majors, minors and expected graduation year. First-year students can include high school education information, too.

List everything in reverse chronological order.

3. Skills and Action Words

Include a “relevant skills” section. [Use this guide](#) to get started!

Use [powerful action words](#) to highlight previous experiences and skills.



4. Experience(s) and Bullet Points

Include the most relevant experience(s) you have - consider volunteer positions, club leadership roles and interesting class projects.

Be sure to mention your title/position, location and when you worked there.

Keep this brief and concise; no more than 3 bullets per position; [Review this document](#) for help!

5. Additional Information

Achievements, projects, awards, and interests can be added in this optional section.



Pro Tip: Always tailor your resume!
If you need any more help, reach out to the CCEC!