

At the core...

# A RESUME IS...

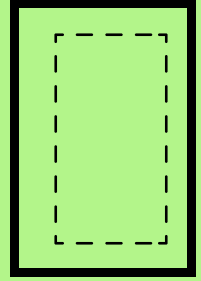
... a snapshot of your story...

## ... easy to digest ...

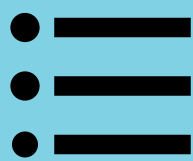


11-12pt  
basic font  
consistent

Margins  
.75-1 inch



NO  
Italics



Use bullets



Reverse  
Chronological

## ... focused ...



Tailor to  
the role



Accurate

Utilize  
action-oriented  
language



6 seconds =  
Initial look by  
employer

Speak to your objective

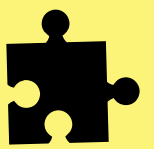


## ... a summary ...

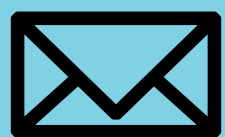


Living document  
Update regularly

Just 1  
piece of  
your puzzle

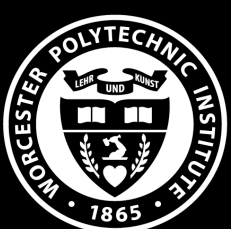


Ultimately,  
YOU decide how  
to tell YOUR STORY



Use with  
cover letter

Resume critiques available during Drop Ins.  
Paper copy required.



# WPI

Career  
Development  
Center