



Why You Need a Résumé

- Keep your résumé up to date even when you're not actively seeking a new job — you never know when an opportunity might come up!
- Have a résumé ready in case your current employer needs it to include in a Request for Proposal (RFP) document or grant application.
- Update your résumé with current accomplishments and projects before your next performance evaluation.
- Prepare a résumé and/or bio to use as an introduction if you're going to be making presentation or appearing on panels.
- Have a résumé ready in case you're nominated for an award (or if you want to be considered for an award).

Sample Resume Tips

- Avoid using the first person
- It is ok to use sentence fragments and very short sentences as long as they are easily understood
- Use bullet points to set apart certain parts of the resume ... large blocks of paragraphs are ok in moderation, but be sure to break things up with bullets and white space
- Proofread carefully, you do not want any misspellings or typos
- Don't lie ... You want to sell yourself, but you do not want to make things up that are not true ... Don't even exaggerate ... Focus on the positives and be honest
- List your jobs in reverse chronological order
- Do not include a "Personal Interest Section" (not relevant)
- Make assertions, but also show evidence
- Have more than one version of your resume to send out