



American Style Resume Guidelines for Graduate Degree Applications to U.S. Universities

Resume Content

- Personal data
- Education
- Work Experience
- Volunteer Work
- Honors and Activities
- Specialized Skills

Content and Language

- Do not have to have a full sentence
- Never use pronouns (I, my, mine). It is implied.
- Do not abbreviate, unless it is industry standard
- Always start with a strong action word
- Keep it to one page

Tell us more about yourself:

- Your key personality traits
- Method of communicating
- Important strengths and skills outside of work that make you well rounded
- Things you like to do, ways of spending leisure time, etc.
- What makes you unique
- Work and volunteer experiences

See Next Page for an Illustrative American Style Resume ...

Job Resume Guidelines

Tim Toterhi



Job Resume Guidelines:

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