

Chaplin School of Hospitality and Tourism Management Resume Tips for Undergraduates/Graduates Students

DO's:

- ❑ Add your LinkedIn hyper link in the heading
- ❑ Make sure your **bolding**, *italics*, CAPITALIZATION, and spacing are consistent throughout the resume
- ❑ Margins no smaller than a ½ inch and font must be no smaller than 10pt
- ❑ Include full name of your degree you completed and or pursuing, ex: Bachelor of Science Degree in Hospitality Management or Master of Science Degree in Hospitality Management
- ❑ Include full name of the school's program (Chaplin School of Hospitality and Tourism Management)
- ❑ Use complete company names and dates of employment
- ❑ Tailor your resume to the job description that you are applying to
- ❑ Use 3-4 bullet points that focus on your accomplishments and achievements within your responsibilities (avoid listing your basic job tasks)
- ❑ Use past tense for past experience, present tense for current experiences
- ❑ Use complete sentences that start with strong action words (managed, coordinated, etc.) and no personal pronouns (**I, me, we, us, my, our**)
- ❑ Include month and year of the end date(s) for your degree(s) or positions you currently hold or have held.
- ❑ Include awards, scholarships and/or certifications (make sure to add month/year)
- ❑ Include student and/or professional organization(s) that you were a member of (make sure to add month/year)

DON'TS:

- ❑ Do not exceed a length 1 to 2 pages (unless all experience is aligned with your current career aspiration). An excessively long resume goes to the "no" pile. Don't let this happen to yours!
- ❑ Do not include picture, date of birth, place of origin, height, marital status, or any other personal information. *Unless you are applying to a position outside the U.S.
- ❑ Do not start your resume with a generalized summary.
- ❑ Do not list information from your high school institution (all high school information becomes obsolete once you enter the university setting)
- ❑ Do not include references on your resume document. Have a list on a separate document with their contact information including their name, title, phone number and email.

****Once you have updated your resume and ensure that it has met all suggested areas, please submit final draft to www.vmock.com for a final review. Your resume will be ready to submit for positions once it has a score of 75% and higher.**