

How to Make a Great Resume

Your Resume

- Make a resume
- List your experiences from the present back, describing your tasks and accomplishments.
- Use verbs to start the descriptions
- Put your name at the top, along with your cell phone number and email.
- Put your education into the resume
- Triple check your resume for errors and then save it as a pdf.

References

- Ask three people that know you, have seen you doing work, and will speak positively about you.
- Let them know that you are looking for a job and someone may contact them.
- Stay in touch with your references, let them know what you get, and thank them.

Career Services

- No matter what kind of job you want, Career Services helps you prepare.
- Make an appointment with Patrick Friedline, the Associate Dean of Career Services.
- Email patrick.friedline@moody.edu with options for when you can meet.
- Call (312) 329-4414 to make a phone appointment.
- Use Lifesize for a video call.