

# Montgomery County Agricultural Center

## Resume Guidelines

### **Resume Format:**

- Use standard 1-inch margins
- 12 Point Font Size
- Use a professional font, (ie: Times and Times New Roman are two readable and widely accepted type styles.) Use only one font style in your resume.
- Limit of no more than 4 pages.

### **Important Reminders:**

- Do not include your personal information nor specific names of family members. Family members if used should be referred to a 'father', 'sister', etc.
- Entries should be chronological within categories when appropriate.
- It is important that you evaluate and prioritize your notable roles and accomplishments meet the max of 4 pages.
- Proofread, proofread, and proofread! Even if you use spell-check and grammar check, proofread carefully and have your resume critiqued by at least one other person. The best way to proof your resume is to read it out loud to another person who has a copy of it.

### **HELPFUL TIPS:**

- Be strategic, brief and concise.
- Focus on the experiences, skills, accomplishments, etc. that will highlight you as an applicant to the reviewers.
- Gather your information and make a list of every experience you can think of including volunteer/community service, internships, paid jobs, and major research projects.
- You should also make a complete list of school activities, student organizations, and all of your educational experiences. Don't worry about the format yet. This master list will provide you with all the information you need to create your resume!

**Your Name**  
Address City, State Zip Code  
Best Phone Number Email Address

## **Objective**

A brief, concise paragraph in which you outline your academic plans and goals, as well as give an overview of your educational background.

## **Skills And Accomplishments**

- List any specialized or technical skills related to your area of pursuit. Include any software, programming and/or technology skills if appropriate.
- List any relevant honors, achievements, or awards that you have earned for exceeding average standards in academics, athletics, or in a work or volunteer environment.

## **Academic History**

- Your major (actual or anticipated)
- Your minors (if applicable) (actual or anticipated)
- Your graduation date or expected graduation date if you are still studying.
- The name of your current educational institution
- Your current GPA
- Extracurricular activities

## **Work History**

- Create separate entries for each work experience which lists the company, name of your position, address, and dates worked.
  - Underneath each job, add bullet points that describe your specific responsibilities and accomplishments.

## **Leadership**

- Include the title and responsibilities for notable leadership positions you have held.

## **Volunteer & Community Service**

- Create separate entries for each volunteer service experience, indicating the organization name, address, city and state. In bullets under each organization add separate bullets indicating the position or title you held; your duties and accomplishments, the number of hours you volunteered; the department in which you volunteered; and the dates of your involvement.

## **Interest and Activities**

- This tells a little more about you that may not be included in the items above.
- Hobbies, Family, interests, etc.
- \*\*\*NO USE OF SPECIFIC FAMILY MEMBER NAMES