**Things to know about US-style resumes:**

* 1-2 pages is good. Do not give us more than 2 pages. 1 page is best.
* We do not want your life history.
* We must have your email address.
* No spelling errors please. Have your friends read your resume.
* Your resume should look significantly different from your classmates’ resumes.
* Put your unique experiences and skills on your resume!
* No photo, neither marital status, gender, religion, etc.

**A good, basic US-style resume has 6 parts:**

**Part One: CONTACT INFORMATION**

* Your full name.
* Your email address.
* Your permanent contact information (home address and phone).
* Your school contact information (school address and phone).

**Part Two: EDUCATION**

* Your university.
* Your degree.
* Your expected graduation date.
* Your Grade Average (“GPA” = Grade Point Average).

**Part Three: WORK EXPERIENCE**

* Name of company, location, dates worked there.
* Your job title.
* Describe what you did in 2-3 sentences.

**Part Four: MAJOR SCHOOL PROJECTS**

* Dates you worked on project.
* Describe what you did in 2-3 sentences.
* Do not list projects that every other student does, unless your work was very good or very unusual.

**Part Five: TECHNICAL SKILLS**

* Programming languages: number of years of experience for each.
* Platforms: ones you use, ones you have administrated.
* Applications: just put the unusual ones, not the ones every student knows.

**Part Six: AWARDS AND LEADERSHIP**

* List any technical awards.
* List any technical contests you won or did well in.
* List any leadership experiences.
* List any unusual learning experiences you have had in college that are not on your resume yet.

**Hints!**

* Put your most recent work first.
* Keep it simple.
* Tell only the truth. The truth always comes out in an interview.
* Highlight any very good or very unusual work you did.
* Check out the “Sample US Resume” document.