

Writing Your Résumé

Your résumé is a self-marketing tool meant to persuade employers to contact you for an interview. A résumé introduces an employer to your skills, accomplishments, relevant professional experiences. Most employers will only look at your résumé for less than 30 seconds, so every word counts!

Try to Include Attributes that Employers Seek, Such As...

Leadership
Ability to work in a team
Communication skills (written)
Problem-solving skills
Communication skills (verbal)
Strong work ethic
Initiative
Analytical/quantitative skills
Flexibility/adaptability
Technical skills
Interpersonal skills
Computer skills
Detail-oriented
Organizational ability
Friendly/outgoing personality
Strategic planning skills
Creativity
Tactfulness



General Tips

- Keep it to 1 or 2 pages.
- Avoid templates. Start with a blank Word document.
- Use strong action verbs to start bullet points
- Tailor your résumé to each position.
- Utilize bolding and italics and use a consistent font.
- Font size between 10-12 pt.
- Margins between .5-1 in.

Get Your Résumé Reviewed at Pitt's Career Center:



Appointments
Schedule on Handshake
Virtual or In-Person
Monday - Friday



Submit Online
Email your résumé draft to
resumes@pitt.edu. Expect a
reply in 1-2 business days.

