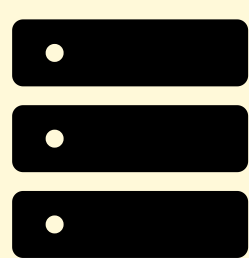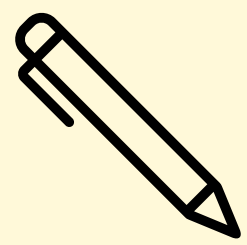# Get Your Resume APPROVED in Cougar Pathway
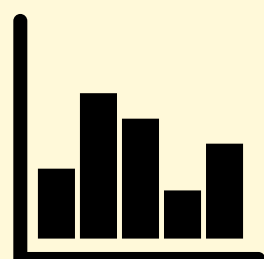
DO THIS:

Section Headings: EDUCATION, PROJECTS, EXPERIENCE, SKILLS, HONORS, and ACTIVITIES.

Easy to skim with recent and relevant info.

3-4 bullets relevant to the job descriptions.

Quantify your results
- Produced a 41% increase of social media engagement...
- Assisted an average of 30-40 families with pet adoption ensuring a smooth animal rescue.
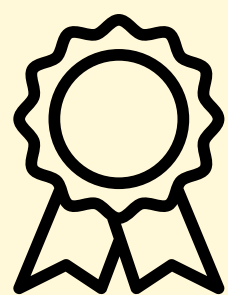
Consistency in your formatting style

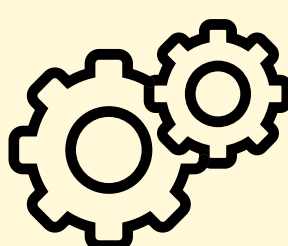Title, Name of Company, City, State   Date
- Bullet 1
- Bullet 2
- Bullet 3

Show transferrable skills that will be valuable in the specific position.
- Created a welcoming space for guests by establishing...
- Input data into a coded system and converted into...

Include job-relevant skills in your SKILLS section:

Relevant Skills: Video Editing, Data Forecasting
Software: Adobe Photoshop, Excel, R, Stata
Certifications: First-Aid Certified (2022)
Languages: Fluent in English and Spanish

AVOID THIS:

Avoid using ATS-incompatible templates.

It is over 1 page.
- We recommend 1 page for internships, part-time, and most entry-level roles.
- 2 pages for experienced candidates or grad school applications.

Remove information related to date of birth, ethnicity, sex, or marital status.

Avoid listing high school information or (unless you are a first-year student).

Avoid distracting colors or charts.

Listing "Teamwork" or "Strong Communication" in the skills section.

Avoid using "I' "Me" or "My" within your resume.

Avoid listing your references.

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