Resume Tips

A professional resume or curriculum vitae (CV) is a document that provides an overview of a candidate's academic and professional experiences. It is not meant to provide comprehensive details about an candidate's personal strengths; that is why it is submitted alongside other application materials like transcripts, essays, and recommendations. Follow the tips below to make sure your resume properly highlights your professional and academic experience without being too long or repetitive of other materials in your application.

General Tips

- Professional resumes are usually not longer than two pages; an academic resume or CV (*curriculum vitae*) can be longer if the applicant has extensive academic experience and publications to include.
- Experiences should be listed in **reverse chronological order**: most recent experience listed first, with the least recent experiences at the end of the section.
- Review your resume carefully for mistakes in grammar and spelling prior to submission.
- Resumes generally **do not** include:
  - Personal details, such as physical descriptors (height, weight, eye/hair color), birthdates, or hobbies/interests outside of employment or academics.
  - High school (secondary school) achievements or activities unless they've continued into adulthood and are relevant to employment or study.
  - List of recommenders' contact information; there is a separate section of the application for recommendations.

Sections to include on your resume:

Introduction (Heading)

- Only include your legal name as it will appear on applications, and basic contact information like email and phone number; home address is **not** necessary.
- You may include a short summary, but it is not required.
  - Summary should be 2-3 sentences at most. Include how your intended degree program will contribute to your long-term career goals, as well as a brief overview of your past academic/professional experience. **Do not include** any specific names of U.S. institutions where you hope to study; the same document will be sent to every school you apply to.

Education

- Begin with undergraduate education (anything after secondary school) and list every educational experience to the present, even if you have not completed the degree yet.
  - You may also list non-degree certifications and trainings **if they are relevant** to the field you are pursuing.
- Include each of the following details:
  - Name of institution
  - Location: City/country is sufficient – not a specific address
  - Dates you were enrolled: Month/year is sufficient

- Degree type and major/specialization
  - **Example:**
    University College London, *London, United Kingdom*
    Bachelor of Arts in Literature, *August 2020 – Present*
- You may include GPA if it is very high, but it is not necessary to include because you will also be submitting full transcripts with your application.

Experience

- Most of this section should be professional employment (experience for which you received financial compensation).
- You may include non-professional experience **if it is relevant** to your professional or academic goals and you had **significant responsibility** in that role. For example, regular volunteer work done for a charity or professional organization; leadership positions in student organizations; or non-paid contributions to significant publications can all be included on a professional resume.
  - Recent university graduates can include more non-paid experience than mid- or late-career professionals.
- For each experience, include the following details:
  - Name of employer/organization
  - Location: City/country is sufficient – not a specific address
  - Dates you were employed: Month/year is sufficient
  - Responsibilities and achievements in that role
  - **Example:**
    - *University College London*, *London, United Kingdom*
      Teaching Assistant, *August 2021 – May 2022*
      - *Took attendance, graded exams, and performed other administrative tasks for LIT 101 seminar.*
      - *Developed and facilitated exam review sessions that improved participants' outcomes by an average of 1.5 letter grades from midterm to final exams.*
      - *Implemented essay grading rubric that increased efficiency in exam review time by an average of 3 hours for each teaching assistant.*
  - If possible, include both the regular responsibilities of your role **and** any significant achievements/recognition you received for your work. Strong resumes include quantitative details and evidence of accomplishments.

Research/Publications

- **This section is not necessary for all resumes**, especially professional resumes. This section should only be included in academic resumes (CVs) or for applicants in fields related to publishing work (like journalism, writing, or certain art/media fields).
- For academic resumes/CVs:
  - Different fields of study have different standards for what should be included on CVs, and in what format they should be listed. Please research CV guidance for your particular field independently or contact your home country Fulbright office with questions.

- This section can be more than one page for mid- to late-career academics.
- For professional resumes:
  - This section **should not be very long**; it should only highlight any significant achievements in your career, such as being published in prestigious publications or winning awards/recognition for your work.
    - **Example:** If you have professional experience as a journalist, there is no need to list every article you've ever published. However, if your work was picked up by a major newspaper or you won a significant award for it, you can list that on your resume.
    - Many fields require a portfolio of work to be submitted as part of your application; you should not repeat portfolio details on your resume.

Additional Skills/Achievements

- **This section is not necessary for all resumes**. Only include this section if you have specific skills or accomplishments that are relevant to your field of study and do not fit into the other sections listed above.
  - **Example:** Technology/software skills not listed anywhere else in application or fluency in additional foreign languages.