GW | F. David Fowler
Career Center

Instructions for Formatting Your Resume Using the GWSB Graduate Basic Resume Template

Materials included in your packet are the: GWSB Graduate Resume Guide and the GWSB Graduate Basic Resume Template. The Guide will help you formulate the strong S-A-R statements required of an accomplishment based resume. *The formatting of the GWSB Resume is precise. It must be because resumes are also used to create Resume Books which must be uniform in format. Employers anticipate reading precisely formatted resumes when they receive resume books. We have found that the easiest way for you to achieve that level of precision is to type directly into the template.*

Instructions: Highlight text only and type in your information. *The margins, tabs and lines are set, as are the font, font size, bold and italics. You will need to be mindful of using upper and lower case to match the template.*

NAME
- Highlight the text and type your name in ALL CAPS.

ADDRESS/LINKEDIN/CITIZENSHIP/SECURITY CLEARANCE
- Highlight only the text, then type your information over the highlighted portion to maintain the formatting.
- Do not delete the symbol "•". For formatting purposes, it is not a standard bullet point that is used. If you delete it accidentally, simply copy and paste from another location to the place from which it was deleted.
- Do not use CITIZENSHIP if you are a US citizen.
- If a category is not applicable to your circumstance such as Security Clearance, delete that section.
- If your LinkedIn URL does not fit, use https://bitly.com/ to shorten it.

EDUCATION
- As with prior sections, highlight and type your information into the highlighted portion.
- Use "country" only if it is not the United States. Spell out the country name in ALL CAPS.
- Delete the bullets which are not applicable to you.
- Delete "if applicable" next to "school of study".
- Do not use periods in the **EDUCATION** section.

EXPERIENCE
- Highlight and type over "full company name" with your information, using ALL CAPS.
- Delete "(most recent)".
- Spell out the month..
- Do not delete the symbol "–". It is not a dash. If you delete it accidentally, simply copy and paste it from another location to the place from which it was deleted.
- Be certain to include a period at the end of each bulleted statement in the **EXPERIENCE** section.

~~MERITS~~ADDITIONAL INFORMATION
- Delete "(see more complete list of possible headers for below points in the Resume Tips document)".
- Choose only the merits which are pertinent to you. Refer to the GWSB Graduate Resume Guide.
- Do not use periods in the **~~MERITS~~ ADDITIONAL INFORMATION** section.

Use the symbols below to copy and paste into your resume if you accidently delete one of them as you type your information into the resume template.

- • For use in the **heading** of your resume.
- – For use between the "*Month Year – Month Year*" in the **EXPERIENCE** section of your resume.