I prefer to see education at the top or at least on the first page if it is a 1/3/, 2/3 split because this is often a major prerequisite for a job, and it is important to find a student's qualifications in this area quickly. It is very frustrating to find it on the second page if there are multiple pages or to not have their type of degree and major clearly stated with their degree expected or earned date. The relevant experience is the next most important component because we need to be able to find skills and experience relevant for the position quickly. The order information is presented depends on the applicants cumulative experience so if their degree's field is the most relevant experience they have for a job, it should be first on the resume, but if their work experience is most relevant, then it should be listed first and should always be on the first page. At minimum we require phone and email contact information and I think there have been great conversations around the equity issues that putting your full address on your resume may present. It is important to see contact information and name at the top of the first page automatically.

The first thing I notice in a resume is that it is scannable and well organized, and that formatting is consistent throughout the document. There are many different styles students can choose from and many of them are great so I think that structurally, students should go with what works best for them, like if they want a 1/3, 2/3 split in their content or if they want to craft a full-page resume, both are great and acceptable but it is important to be consistent in formatting and to make good use of the full page. The most important aspect is that the most relevant information for a job is at the top and that the way the student's experience is presented, demonstrates the direction they see themselves going in for their career, which can help signal interest in a position. For example, if a student has been working in retail while in college but has done an internship or two in their intended field during school, when they are about to graduate and apply for permanent positions in their intended field, the internship experience in the related field should be listed first and should be talked about more than their retail experience even if it is not the most recent. So instead of doing a reverse-chronological resume, they should organize their work history with a functional resume style to emphasize their skills and experience relevant for the position and to also signal the direction they intend to go in for their career moving forward.

I typically spend 5-10 minutes on each resume. Typically, Human Resources is responsible for performing an initial screening before sending application materials forward for the committee to review and their process involves ensuring that each applicant meets the minimum qualifications for a position first and then the committee will spend more time with the application materials themselves and dive deeper into qualifications and experiences relevant for the position.

I just want to highlight the reasoning behind some of my answers to the Likert scale questions. I do not have a preference, nor have I seen preference given for work experience that details the job duties sections with bullet points versus paragraph style, but it is really important that the style students choose is consistent. So, if they go with paragraphs, they need to write in paragraphs for all their work history and similarly if they go with bullet points. With bullet points, language can be more succinct but if students are converting bullet points into a paragraph style, they should write in full sentences instead of the clipped language we often use for bulleted lists.

Additionally, we do not have a policy that says that resumes with photos should be discarded but it is best not to include a photo overall in the resume just to eliminate bias in the review process. There are even conversations in hiring practices in many organizations, companies, and agencies that are interested in eliminating the option for committee members to see names of applicants as well to try and address issues of bias in the review process.

Resume length should be 1 or 2 pages, and 3 or more for higher level positions where applicants have many years of work experience and educations that qualify them for a position. It is important that students avoid resumes that are 1 1/2 or 1 1/4 pages where the second page is underutilized.

I would recommend that when students list a skills section, the information is quantifiable or measurable such as their level of proficiency with certain software programs, their typing speed, or if they list interpersonal communication skills, they are able to back up their claims with experience in the rest of their resume and the examples they may talk about in their cover letter and application. So if an applicant says that they are a team-player, I will want to see that their experience in college or in the workplace has involved working in a team dynamic to carry out duties or project goals.

Listing a career objective can be useful especially in circumstances where students may want to have a chance to clearly state their intended career goals to a committee. This should really occur in the cover letter directly so it could be perceived as repetitive but that's not the worst thing in the world as often the big questions for committee members are "why this candidate?" "why this job?" "why now?" so if applicants can do a good job of addressing these questions in their materials, that is great. In certain applications where a cover letter is not requested, then a short career goals summary can be really helpful. Personal summaries are a bit outdated, so it is not necessary to include one, and it is not counted against anyone if they submit a resume that has a personal summary, but it is important that it doesn't interfere with the committee's ability to quickly find relevant experience and educations.

I have never come across a qualifications section in a resume before and it wouldn't be an issue to include one but similar to a personal summary, it is important that it doesn't interfere with the committee's ability to find an applicant's educations and relevant experience quickly on the first page of the resume.

If applicants are including a LinkedIn link, make sure to keep it updated and that the information is consistent with what is included in the resume and other parts of the application materials.