



## The North Carolina Business Committee for Educations' Guidelines for LiNC-IT Resumes

- ❑ Make sure your education, employment, and volunteering section are up to date
  - For instance, you may need to edit your resume to indicate that you have graduated from a program or are no longer in an internship.
- ❑ Education section
  - Include your major/program of study and expected completion date for school
  - Consider listing courses you have taken in college that are relevant to jobs you are applying to, especially if you do not have much work experience.
    - For examples see pages 30, 32, and 35 of the [NC State Career Guide](#)
- ❑ Work and experience section
  - Write about your responsibilities in past jobs or volunteering
  - Use a variety of action verbs when describing your past jobs or volunteering. This list may be helpful: [Verbs to Highlight Your Accomplishments](#)
  - Use present tense verbs for the bullet points for the job duties for positions you are currently in such as "Implement" and "Ensure"
  - Use past tense verbs for the bullet points for the job duties for positions you are no longer in such as "Implemented" and "Ensured"
- ❑ Use indentation, bolding, underlining, and/or italics to help organize & format your resume. Also, use consistent formatting throughout the resume.
  - The resumes on pages 30 to 37 in the [NC State Career Guide](#) are good examples.
- ❑ Proofread for:
  - Proper spelling
  - Consistent and proper capitalization
  - Consistent and proper punctuation
- ❑ The first time you use abbreviations, define them; however, you do not need to define B.A., B.S., A.S., etc.
- ❑ If you link to a social media account, make sure it is relevant, professional, and not set to private.
- ❑ List a professional email address on your resume, e.g., not [lip.gloss.luver08@mail.com](mailto:lip.gloss.luver08@mail.com) or a family member's email address.