

**Graduate/Post-Doctoral Resumé Review**

**Note**: This rubric serves as a guide to the elements regarded as essential to a successful resumé. Get additional feedback by making an advisor appointment via the [Yale Career Link, powered by Symplicity](https://yale-csm.symplicity.com).

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| Feedback Category | General Recommendations | Specific Comments |
| **Formatting and Layout** | * Font size between 10-12 points
* Standard, easy-to-read font (e.g. Times New Roman, Helvetica, Garamond) and layout (remember that the average reader spends only 20 seconds on your resumé)
* Margins no smaller than 0.5inch
* Resumé to fit on 1-3 pages (show restraint and pay attention to employer guidelines)
* Black and white unless you are sure the prospective employer has a color printer
* Bold, italics, bullets to be used *in moderation*
* Be consistent with: font size, underlining, spacing, indents, emboldening, date formatting, spelling
* Check spelling and grammar; avoid contractions, abbreviations, and slang. Do not use pronouns.
* Use reverse chronological order
* Send as a PDF where possible to ensure that your formatting does not shift; check that your resumé looks acceptable on small tablet and phone screens
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| **Contact Information** | * Make sure your information is accurate/up-to-date and that your name is prominent
* Give all contact information: phone, Yale email address, Yale postal address (consider using both Yale and permanent addresses if the job for which you are applying is in your home state)
* If you have a polished LinkedIn profile and/or an online portfolio or website, consider including the URL
* Do not provide personal information, e.g., age, marital status, religion
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| **Summary (not required)** | * Not usually necessary unless you have a wide variety of experiences that you wish to make more coherent OR you are making a career change and need to reframe your background
* Keep it short, no more than 3 lines of text
* Do not use pronouns or include a list of objectives; instead, start with adjectives that describe you and, where possible, align with the position description (e.g. entrepreneurial engineer with a penchant for writing and politics)
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| **Education**  | * For recent graduates, this will be the first section of your resumé; list your most recent educational experience at Yale first.
* Include the degree you are pursuing and anticipated graduation date (i.e., Ph.D in History, expected May 2014). You might also consider including your field(s) of specialization (e.g. your comprehensive exam fields), your dissertation title/topic, a qualifying paper title/topic, etc.
* You may choose to list your dissertation or master’s capstone project as well as ‘Relevant Coursework’ if you have classes related to the job for which you’re applying
* Mention graduate school honors, distinctions, or distinguished awards here instead of creating a separate honors and awards section
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| **Experience —** *Typically you will have 1-2 headings in this section (e.g. Work Experience and Research Experience)* | * Create targeted headings that are specific to the jobs for which you’re applying (e.g. Experience in Project Management and Consulting; Research Experience in Biology; Teaching and Mentoring Experience). Consider pulling the heading from the job title/description and then use the headings to frame the types of experiences and skills you list under them
* In the descriptions under each work experience, highlight the skills you attained, the duties you fulfilled, and your results (quantify these when possible)
* Consider highlighting your dissertation or postdoctoral projects as work experience
* Start descriptions with action verbs that highlight your transferrable skills; when possible, those skills should align with those listed in the job description
* If you are using bullets, each work experience should include no more than 3-4 bullets; the length of each bulleted sentence should be no more than 1-2 lines
* For experiences that happened in the past, use the past tense (e.g. conducted or developed)
* For experiences that are happening in the present, use present simple tense (e.g. create) – **do not** use present continuous tense (e.g. creating)
* When possible, avoid using jargon unless the jargon is relevant to the position
* Think carefully about the amount of detail you give — make sure to avoid excessive information
* ‘Work Experience’ does not have to be paid experience
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| **Honors and Awards** *Note that this section is usually* ***not*** *included on a professional resume – see the Education/Qualifications section for format recommendations* | * ‘Honors and Awards’ should be referenced below the degree or the work experience to which they pertain, which ever makes the most sense
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| **Service to University and Professional Affiliations***Note that this section is usually* ***not*** *included on a professional resume* | * If the experiences in this section display a set of transferrable skills that you have, consider putting the item in the work experience section (e.g. sitting on an advisory board in your department)
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| **Posters, Presentations, and Publications** | * Tailor this section to the function for which you are applying, (i.e. if your potential supervisor would know the publications and/or writing and publishing papers in a necessary part of the job, then include it)
* If including publications, select the most important and list as ‘Selected Publications (3/10)’ or as a summary i.e. ‘Published four articles on human rights in peer-reviewed journals’
* Do not include presentations or posters unless there is a very important one (e.g. a keynote address, a popular Ted Talk)
* Consider making an online bibliography of your publications and placing the URL under the Education section
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| **Technical, Computer, and Research Skills** | * If technical skills are of *great relevance* to the role (e.g. lab skills for a pharmaceutical job), consider creating a separate section called “Lab and Technical Skills” and putting it higher on your resume (e.g. directly after Education)
* If research experience is of *great relevance* to the role (e.g. applied social science research, archival research, project evaluation), consider creating a separate section called “Research and Analysis Skills” and putting it higher on your resume (e.g. directly after Education)
* For all other positions, put this section at the end; include any technical skills that are relevant to the job:
* Programming Languages & Computer Skills - Include specific software you’ve used (e.g. statistical analysis software, communications/media software, video editing, coding)
* Licenses and certifications
* Languages – put your level of fluency (e.g. proficient, advanced, fluent, native)
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