

Resume FAQs for Undergraduate and Master Students

1. Is my home address needed?
 - a. No, your home address is not needed
2. Should I list my GPA?
 - a. That is up to you, but it is not needed
3. Should I add my coursework?
 - a. It depends on the skills required, if by adding your coursework you are able to demonstrate that you have gained specific skills for that job, then it might be worth adding a few courses
4. How should I title each section of my resume?
 - a. Consider the titles and headers of your resume; be descriptive with each section
5. Is the Objective section required?
 - a. That is up to you, you can be more specific and consider it your summary (similar to LinkedIn) as well
6. Where do I include my awards and honors?
 - a. If your awards and honors will demonstrate certain skills and expertise in a specific area you can add it to your resume
7. Do I include a summary section?
 - a. That is also up to you, it depends on what you will include and what the job is looking for. Many times, recruiters will scan through a resume and focus on the top 1/3 of your resume
8. How many pages should my resume be?
 - a. For undergraduates and master students, keep it to 1 page, for PhD students, you can start using a second page if needed
9. Can I use the same resume for different jobs?
 - a. No, please tailor your resume for each job. Use the job description to help.
10. Should I add my hobbies
 - a. That is not needed unless your hobbies meet some of the criteria that the job description is looking for. You can share more about yourself in your cover letter or during the interview process.