



Resume Tips

Your goal with your resume is to show why you are the best candidate and what makes you stand out! Employers will look at your resume for 10-20 seconds before deciding if they will interview you.

Make your content concise and relevant!

Resume Building Checklist

Formatting

- ☐ 1" (standard) or 0.5" (narrow) margins
 - ☐ Font size 10-12pt (14-18pt for name in header)
 - ☐ Font style-easy to read (Times New Roman, Garamond, Arial, Calibri, Tahoma)
 - ☐ Make sure alignment, spacing between sections/bullet points, and formatting styles (italicizing, bolding, underlining, etc.) are all consistent
 - ☐ Do not overdesign your resume (no pictures, crazy fonts, colors, elaborate template, etc.)
 - ☐ Do not include a skills summary or objective statement
 - ☐ Keep resume to 1-2 pages
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Header

- ☐ Full first and last name (middle name/initial optional), Bold, font size 14-18pt
 - ☐ City, state abbreviation (do not include your full address)
 - ☐ Email (make sure it looks professional-your name is best. Ex: JaneSmith@gmail.com)
 - Make sure to check your junk email file for business responses to your applications
 - ☐ Phone number
 - Make sure your voicemail is professional, and they can leave a message
 - ☐ LinkedIn URL, if you have one
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Education

- ☐ Reverse chronological order from most recent to least recent
 - ☐ Include name of school, city/state abbreviation, name of degree earned, major/minor/emphasis, graduation month/year (type “expected” in front of the date if not graduated yet. Ex. “Expected May 2026”)
 - ☐ GPA is optional, we recommend only a 3.0 or higher be listed
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Certifications/Licenses

- ☐ Add credentials relevant to your field
 - ☐ Include the credential name, who awarded it to you, and when you earned it (Ex. CPR/First Aid, American Heart Association, Dec 2025)
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Work Experience/Clinicals/Internships/Volunteer Experience

- ☐ Label section as one of the above categories
- ☐ Reverse chronological order from most recent to least recent
- ☐ Include job title, company name, city/state and dates of experience (ex. Aug 2024-May 2025. Write “–present” if still at the experience. Ex. Aug 2024-present)
- ☐ 3-5 bullet points per experience (see “Bullet Points” section for more info)
- ☐ Repeat for any other sections you want to include on your resume
- ☐ Remove older info that is irrelevant to the job posting
- ☐ Explain any gaps in employment creatively. Ex. Taking care of family members? List it as experience and write bullets that relate to the job you are trying to obtain.

Skills

- ☐ Skills section ONLY used for technical skills, such as language proficiency, computer software/programs, etc
 - ☐ Use “Knowledgeable” if some experience/familiarity and “Proficient” if expert user
 - ☐ Learning outcomes from a class syllabus can be a good resource for listing skills you have learned through your educational experience
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Clinton Community College
1000 Lincoln Blvd.
Clinton, IA 52732-6299
563-244-7001

Muscatine Community College
152 Colorado St.
Muscatine, IA 52761-5396
563-288-6001

Scott Community College
500 Belmont Rd.
Bettendorf, IA 52722-6804
563-441-4001

Eastern Iowa Community Colleges
District Office
101 W. Third St.
Davenport, IA 52801-1219
1-888-336-3907



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Bullet Points

- ☐ Start with strong and varied action verbs, not using the same one twice within the document
- ☐ Use keywords from the industry/job description
- ☐ Tailor your bullet points after reading the job description you are applying for. Use the job description to help you connect your skills/experiences to what they are looking for
- ☐ Acronyms should be used sparingly unless it is considered common knowledge within the industry
- ☐ Quantify with numbers, percentages, dollar amounts, etc
- ☐ Avoid using personal pronouns (I, me, we, they)
- ☐ Use present tense verbs for things you are currently doing. Past tense verbs for experiences in the past
- ☐ Make your bullets as descriptive as possible. Who would you like to interview?

Responsible for treating patients.

OR

Provided post-op care for patients, such as post-surgical wound treatment, pain management, and infection treatment.

Proofreading and References

- ☐ Have several people read your resume and check for errors
- ☐ Don't include "References available upon request" on your resume. Have 3-5 professional contacts who are willing to provide a positive reference. Have their name, job title, employer name, street address, city, state, zip code, phone number, and email address ready to share when asked.

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