

# 20 RESUME QUESTIONS ANSWERED

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## Do I need to use a resume template?

Generally, skip the template and find a format you like to use for your first draft. Often templates can cause you to spend too much time focusing on maintaining the template.

## What format should I use?

There isn't one set format you must use. Word 2016 includes resume formats, [canva.com](https://www.canva.com) has some free formats and [we offer some examples](#).

## What font size should I use?

Your body should be 11 or 12 pt. Headings and contact information will be larger. All sizes and types must be consistent according to your format.

## What font style is best?

According to a recent study, the following are good choices:

- Calibri
- Arial
- Cambria
- Helvetica
- Tahoma
- Verdana
- Times Roman

## Can I use graphics and different colors on my resume?

There are some varied opinions on this. However, you generally want to showcase your talent through your e-portfolio and have it linked on your resume; you don't want unusual graphics or colors on your resume.

## Should I put my picture on my resume?

No, this isn't professional. Recruiters will likely search your social media anyway if they want your picture.

**Do your best to create a first draft and then reach out to Career Services; we will help you to create your best resume!**

575.562.2211 | [career.services@enmu.edu](mailto:career.services@enmu.edu)  
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## Will I always need a resume?

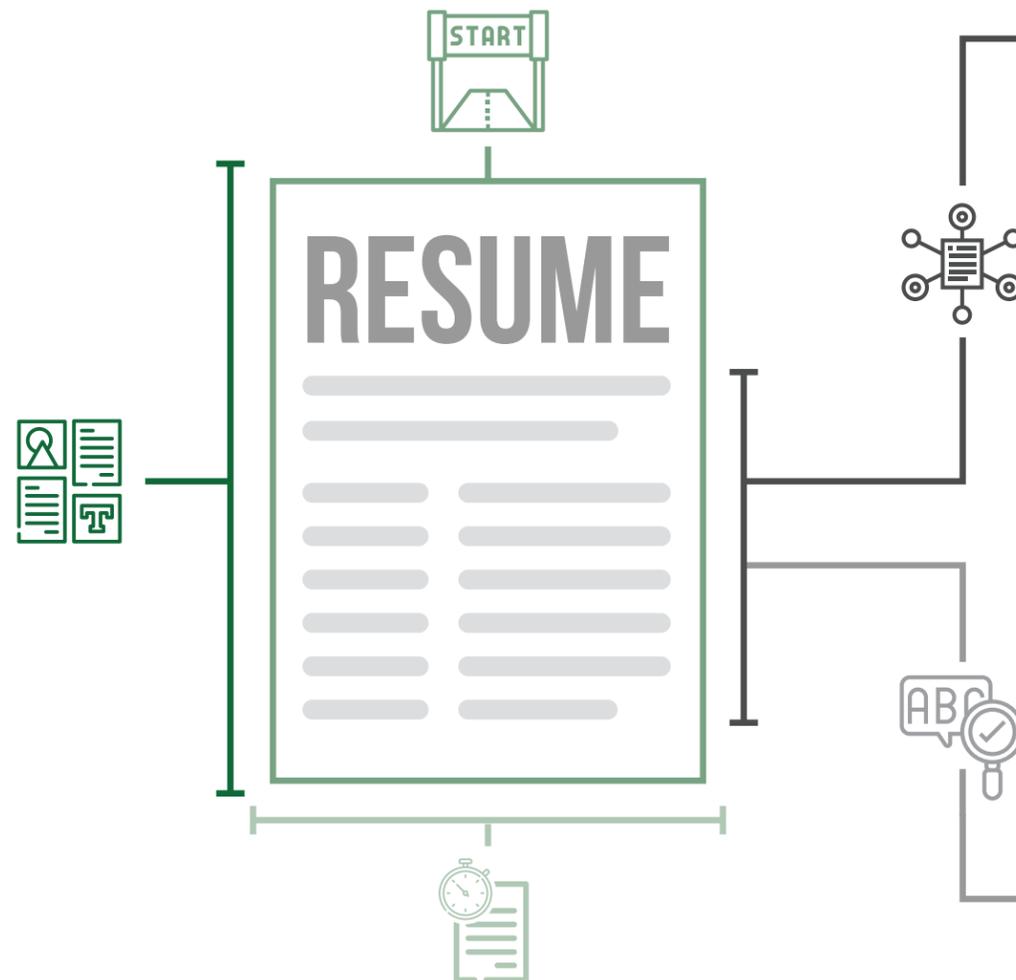
Yes, if you are seeking a professional position.

## What is a resume for?

A resume is a marketing tool to showcase your professional self. The goal of a resume is to get you an interview. A resume alone will not get you a position.

## How do I get started with putting it together?

Create a resume inventory document that is a free writing document to list all of the main sections to include (see right). You want to think about what you did throughout college in each job, volunteer, club or organization and write about them in detail, in any form you want. This is the document you will use for the first draft of your resume.



## How long do recruiters spend on my resume?

It is often first scanned and then potentially reviewed. A recruiter usually only spends 6–10 seconds. So, you must show your qualifications on the top of the resume.

## How many pages should my resume be?

Your resume needs to concisely show your accomplishments. If you are a recent graduate of traditional age, one page is enough. If you have worked full time and returned to college, two pages is more justifiable.

## What do I need to put in my resume?

Main sections include:

- Name and contact information
- Summary of qualifications or professional profile
- Education
- Internships
- Work experience
- Volunteer activities
- Awards and honors

## Do I put my references in my resume?

No, this is a space waster and outdated. You will have to put your references on the application; you may create a separate document specifically for your references, e.g., "References for John Smith."

## Do I list my objective?

No. Objectives have phased out. You will list your "Summary of Qualifications" or "Professional Profile" below your contact information. This will be customized based on the position you are applying for and your own specific, quantifiable qualifications (as always, we are here to help you with this statement).

## Should I list my skills?

You can list your "specialized skills." They should be specific and related to the job requirements. It is best to offer "hard skills" such as, bilingual, proficient with computer analytics, spreadsheets and marketing automation."

## Shouldn't I write on my skills that I am a team player and fast learner?

These are overused and not unique skills. Instead, explain in your cover letter examples of you being a team player and a fast learner. That is where you prove your worth.

## Do I need to list the full address of my employers?

No. it is becoming more common to leave out full addresses. People are mobile and moving around. City and state are enough.

## What about dates for my employment and activities?

You will usually put in the dates – month and year – of employment and activities. It is often on the left side because as we read left to right, the most significant information is on the right.

## How do I list all of my responsibilities?

You will list them starting with **action verbs** and formatted as phrases.

## Do I write in sentences on my resume?

You may write two to three sentences for your qualifications statement. The rest will be in phrases and without periods.

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