



Grad School Applications: Resume Do's and Don'ts

Do provide details of your education including your GPA
Do include research experience especially if applying for a PhD
Do include teaching experience especially at college level

Do include your professional experience/job history

Do use [action verbs](#) to describe your experience

Do list publications that you have authored or co-authored

Do include honors, awards, grants, and recognitions that you have received

Do include special skills e.g. programming, PCR, computer models, GIS, HPLC

Do include relevant coursework

Do include memberships in professional societies and the roles you play

Do ensure your contact information is current and use an email address you check frequently

Do include links to socio-professional media such as LinkedIn

Don't include your personal information (age, marital status, gender, etc.) or a photo/picture
Don't clutter the resume/CV or use small fonts to fit in more text

Don't use different colors, different style fonts, or fancy fonts

Don't include too much information like everything you did at a job or all classes that you have taken

Don't include links to social media you use for personal purposes

Don't include things you cannot substantiate

Don't get discouraged if you don't have everything on the Do list.