

Frequently Asked Questions

Should I put my high school on my resume?

If you are a Freshman or Sophomore, it's ok to put it in 2nd place, under CU in your education section. If you are proud of your coursework or GPA, list that. You can also put it at the bottom under a personal information section. If you feel like your alumni network is strong and you are looking for positions back in your hometown, then keep it on so people know you are a local.

What address should I put on my resume?

If you are looking for a job in Colorado, put either your school or home address if you are from here. If you are looking for a job out of state and you are from that area, put your permanent address on so people looking at your resume know you are from there and wanting to come back.

What should I put in my Honors and Awards category? What if I don't have any?

This section is reserved for academic and educational honors, not sports. You could include sports honors as long as they were academic in nature. You can also put scholarships here and honor societies. If you don't have any academic honors, don't worry, just don't have that section at all!

Should I put my GPA on my resume, I have a 2.8?

A good rule of thumb is to only include a cumulative GPA that is at least a 3.0 or above. You could use your Business GPA instead if that one is better. And only seniors can use an area of emphasis GPA. Only pull out your emphasis GPA if you've had at least 3-4 classes.

It might take me longer to graduate than 4 years, should I put when I started at CU?

Put your graduation date only. Employers care about when you are leaving, not when you got here.

Where should I put my semester abroad?

Put other colleges you've attended, whether abroad or a transfer, under your Education section, under University of Colorado.

Should I talk about my class projects?

If you have completed a semester long or significant project in any class, list it. It shows that you understand the concepts even if you haven't used them in the real world. Try to tell what the project was, how you completed it and if there were any results.

What goes in a Personal Information, Additional Information or Personal Achievement section?

Anything else you think might help tell your story and market you! You could have information about sports achievements or high school achievements that were significant. You could have a bullet that lists your interests, hobbies, intramurals, or certifications. If you are personally funding the majority of your education and living expenses, list that here.

What would I put in a Skills section?

Skills are taught and tangible and do not include personal strengths, which are subjective. Include personal strengths in the bullets under the job you feel like you used these strengths. Skills are languages, i.e., Fluent, Proficient, Basic Spanish and computer skills. Do not list that you can use the internet. If you are a marketing student, it's ok to mention social media from a professional standpoint.

What if I haven't had any leadership positions, but a lot of activities?

Title that section ACTIVITIES instead. But consider getting involved and leading in a team.