

Portfolio Instructions: Resume

1. Write "Resume" at the top above your name.
2. Resume should be aesthetically pleasing so that the reader is motivated to review it. That means the formatting should be balanced, symmetrical, and neat.
3. Section headings are important. They should stand out so that it is easy for the reader to find specific information. Hence, for headings you should use bold type and/or 14 pt. font, and/or underline.
4. 12-point font for text.
5. Line spaces should be 8-point.
6. Leave one space between sections.
7. Writing within sections should be single-spaced.
8. Top, bottom, and side margins should be set to 0.75- to 1-inch.
9. Mention your GPA at Duke if it is above 3.5, otherwise do not. If you are excluding your Duke GPA, then do not mention undergraduate GPA either. Very high SAT scores might be mentioned as well.
10. List some of the more rigorous and relevant courses you took at Duke and the title of some papers you wrote. When mentioning courses ("Ph.D. Microeconomics") do not include course numbers, but make sure that the titles convey content; if not, provide a few words so that the reader knows what the class was about. Note: For non-academic jobs, most employers will not care much about Ph.D. courses.
11. Write beginning and end dates (or expected end date) of your studies at Duke and other universities attended.
12. Do not cram a lot of information into a small space. There is no need to limit the resume to one page for those who are applying for Ph.D. programs, think tanks, or research positions.
13. If you are applying for jobs in the corporate sector, you should limit your resume to one page because the first filter may not be human. Some companies run resumes through software that reads the resumes and creates a "relevance" index based on the number of keywords contained in the resume. These filters can also toss resumes that do not meet the one-page maximum requirement. That means that for resumes aimed at the corporate world, you'll have to use wider margins and smaller fonts.
14. Have a look at these resumes as models (although Duke faculty will tend to have more items than you!):
<https://fds.duke.edu/db/aas/Economics/faculty/patrick.bayer/files/CV.pdf>
<http://fds.duke.edu/db/aas/Economics/faculty/emma.rasiel/cv.html>
<http://jobsearch.about.com/od/sampleresume1/l/blcollegegraduate.htm>
15. Additional resources: <http://studentaffairs.duke.edu/career/online-tools-resources/career-center-skills-guides/curriculum-vitae>