IMPORTANT GUIDELINES FOR WRITING RESUMES!

1. Highlight education near the top of the resume
2. Include (under the part where they say that they're receiving their BS in Biology), the TITLE of their senior thesis research project.
3. Do not include anything from high school, unless it's highly relevant (e.g., starting a business, etc)
4. Use relevant subheadings, and make sure your items fit in well with the subheadings
5. List items under each subheading in chronological order
6. Maintain consistent formatting throughout the resume (font, text size, capitalization, voice, tense, etc)
7. Avoid highlighting specific COURSES but rather, highlight research experiences or skills
8. Avoid redundancy (each item should appear under one subheading only)
9. No spelling or grammar errors!
10. When possible, limit to one page (front and back) or less