

**1. What is an okay length for a resume?**

Resumes are typically one page in length and no more. See the exceptions to this rule in question #2.

**2. What are the exceptions to the 1-page resume rule?**

There are a few exceptions to the 1-page resume rule as it applies to your major and the length of your career. Education and ministry majors will have 2-page resumes coming out of school, which is necessary to include your teaching/ministry experience, credentials, teaching/doctrinal statement, etc.

Also, once you have been in your career for 10+ years and accumulated a wealth of job experience and skills, your resume will move to a 2-page format to accommodate your career tenure.

**3. Should I include my GPA on my resume?**

If you have a GPA to be proud of, then include it. Some companies look for this info, especially CPA firms. You should include it in your education section with your degree.

**4. What about all of my high school information?**

Never include high school information on your resume. Companies automatically assume that if you have a college degree that you completed high school. Also, including high school info can open up companies to discrimination lawsuits, so they will purposely throw out resumes with high school info.

**5. Should I include my high school diploma in the “education” section of my resume?**

No, you should not include your high school degree on your resume, or anything else from high school. This is because companies are only interested in what you have done in college and automatically assume you have a high school degree if you have gone to or are going to college.

**6. If I have an Associate of Arts degree, should I include it on my resume?**

No, unless the Associate degree is different than your Bachelor's degree and would add value to the job you are applying for.

**7. Does the order of my resume matter?**

Yes, the order does matter. Coming out of school, companies need to see your objective first, followed by your education and then your professional experience.

**8. What is included in the "consulting" section?**

The consulting section is for your real-world project work that you do. This includes any marketing projects you work on in this class and for business majors this would also include your Corban Consulting Partners project.

**9. What are levels used in the "languages" section to describe the various levels of language proficiency?**

The specific levels for language are: 1) Native 2) Fluent 3) Proficient, & 4) Conversational.

**10. What information should be included in the objective?**

There are three (3) things that should be included in an "Objective": 1) What type of position do you want, 2) What company or type of company you want to work for, and 3) what do you want to achieve for the company or what can you contribute to the company.

**11. Does my objective change?**

Yes, your objective should change with each job you apply to. In other words, you customize your objective to fit the job you applying for.

**12. Why do we need to describe things with numbers, percentages, etc.?**

This provides context to what you have done and helps companies to get a sense of the scope of your work.

**13. Do we include volunteer experience or internships in the “professional experience” section?**

If you do not have a lot of professional experience, then you can include some of your volunteer experience. This will help fill in the gaps to give you a more robust resume. The only other reason to include volunteer experience is if you have acquired skills by volunteering that directly relate to the job you are applying for.

**14. Can we include a picture of ourselves with our resume?**

No, you should not include a picture of yourself, because including a photo can lead to discrimination. Also, companies will purposely throw out resumes with pictures, as it opens them up to discrimination lawsuits.

**15. What if there is a time gap in the “professional experience” section? How should I handle that?**

If you have a time gap while in college, that is not a major issue. Most companies expect time gaps during your school years.

If you have a time gap during your career, one of the best ways to bridge that is to find a volunteer job while you are looking for work, and include that on your resume. It lets companies know that you were busy and actively engaged during your unemployment.

**16. Do I need to include references on my resume?**

Never include references on your resume. This wastes valuable space on your resume which you need to document other accomplishments. If a company is interested in your references, they will ask you for them. References should be listed on a separate page and guarded like “gold”. You should only give out reference information when you are asked for them. Since these people are doing you a favor, protecting them is important, as you don’t want companies contacting your references unnecessarily.

**17. Does my resume need to be customized for the specific job I am applying for?**

Yes, you should customize your resume for each job posting you apply for. Specifically, you should include the relevant work experience that showcases the skills required for the job.

**18. Should my professional experience be in chronological or functional order?**

Upon graduation, your resume should be in chronological order to allow companies to easily see your work history. However, as you progress in your career this can change to a functional resume to showcase your

**19. If I have worked at one place for a few years and was promoted, how do I reflect that on my resume? Do I list it as two separate titles on my resume?**

If you have space on your resume, you will list both jobs separately, especially if the day-to-day tasks of the new job show progression of responsibility. However, if you are constrained for space, you can list both jobs under the same company listing and denote the promotion.

**20. Do I include the total number of years that I am in school in the education section?**

No, as long as you put your future graduation date (Month / Year), then it is implied that you completed all four or five years of your education.

**21. Should I include all of my experience on my resume or tailor it for each job I apply for?**

You should keep a general resume that includes a listing for every job you have ever had. (This will come in handy in the years ahead.) Then you will develop several specialized resumes from the general resume pulling the relevant experience from the general resume that allows you to customize each specialized resume. For example, I have a three specialized resumes including ones for: 1) marketing, 2) communications, and 3) university professor.

**22. Does the “computer skills” section include social media skills?**

Yes, if you are applying for a job where social media skills will be utilized or considered an asset to the position/company.

**23. Are there specific things non-business majors should include in the resume?**

This depends on your major. If you are a creative writing, journalism, media arts, or other major where you have a portfolio of work that lives online, then you should include links to those portfolio items on your resume so that a potential employer can easily navigate to them and review your work.