I learned that a resume is a one page summary of all of your awards and accomplishments. It’s not just a document you start and finish. It’s a living document which means you will always be revising and changing it. Formatting is very important when creating a resume. The header is like an introduction where you put your name, address, phone number, and professional email. After the header comes the education section. Here you put the college you attended and your graduation date. Another factor you can add is GPA if it is 3.00 or over. After education is the work experience section. Here you will put all previous and current internships/co-ops, part-time, and full-time work. When listing work experiences, emphasize your job title and create 3-5 bullet points for each job all starting with a verb. The final part of a resume is the additional section which covers skills and experiences outside of work. This could include anything from study abroad trips to military service. In this section you could also put relevant coursework that applies to your degree. Following these steps will insure a great resume that will catch an employer’s eye.