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### What is a Resume?

A resume is a snapshot of your achievements both as a professional and as a college student. Resumes should be designed to highlight your professional work, whether that is in the private, public, or non-profit sector, as well as your academic achievements and any skills you may have or activities you may be involved in. Your resume should be fairly simple: it should run no longer than one page and use 10 to 12 point font. The format of a resume is equally as important as the content. Having a resume prepared and available allows you to do many things. When applying for a job, internship, or maybe for a membership to a group on campus, you'll have something to show for all the hard work you've put in. There are many environments in which a resume is relevant. You can give your resume to prospective employers at career fairs, but the majority of opportunities can be found online. Employers often will post jobs online either with contact information attached or a method to upload your resume directly, but also career databases such as AccessUT and LiberalArts@Work allow employers to search for and recruit students.