

WHAT IS A RÉSUMÉ?

Your résumé is a concise summary of your education, experience, skills, and accomplishments. Its purpose is to secure an interview where you can sell yourself to a prospective employer for a job. There is no one perfect résumé or résumé format. An example résumé is included on the back of this sheet.

HERE ARE SOME GENERAL résumé GUIDELINES

Resume Writing Tips

- One page is best—only use two pages if you have an extensive work history.
- Direct the reader's eye using layout/headings.
- Use high-quality white or off-white bond paper.
- Proofread! No typographical, spelling, or grammatical errors! (Don't rely on spell-check!)
- Tailor contents to each job/application.
- List information in descending order of importance.
- Sell yourself—be selective about what you include, and organize information logically.

Relevant Experience

- Include relevant paid and volunteer or intern positions and military duty.
- List job title, employer, city and state of employment, responsibilities and dates.
- Concentrate on the positive, use action verbs, and be clear and concise. It is all in how you say it!!
- Include significant academic assignments and relevant extracurricular activities.
- List accomplishments and significant contributions you've made.

Résumé Content: Adopt only these suggested categories that best fit your needs:

Headings. Your name should be obvious. Include your address and phone numbers with area codes. List a professional-sounding email. Do not include personal information such as age, marital status, and health.

Objective. An objective gives your résumé focus, credibility and direction. It should be specific enough to tell the employer the kind of work you seek and/or the type of industry or organization you will consider. If you are interested in two job types that vary widely, prepare a résumé for each type of job.

Education. List your educational background in reverse chronological order. Include your high school diploma until you have a college degree. Listing your grade point average (GPA) is optional; however, in the technical areas it is recommended to provide your GPA. Some companies may assume a poor GPA if it is not listed.

Skills. Students often underestimate the skills they have acquired. Include skills learned in internships, jobs, on-campus activities, team activities, and leadership roles. List skills you can perform with little or no direction.

Language Skills. Indicate fluency level. Use phrases such as “proficient in” and “conversant in.” Be sure to specify the language(s) you read, write, and/or speak and your proficiency in each.

Technology/Laboratory Skills. List techniques, procedures and/or equipment with which you have experience. Employers expect computer literacy. List hardware, software, and operating systems with which you are familiar. Don't forget to list the basics such as word processing and desktop publishing.

Military. Your military experience can be included in the “Experience” category.

Publications. List articles you have published and those that have been accepted for publication.

Extracurricular activities. Employers often look at extracurricular activities to indicate how you developed your interests and leadership abilities. The extracurricular activities you list should include organizations in which you were a member and offices you held. You may also wish to include awards, honors, hobbies, and interests in this category. Be aware that listing activities that may be seen as controversial could impact your candidacy. Be prepared to discuss skills you developed through each activity and how these skills relate to the position.

Basic Format and Content Description

NAME

Local Address

City, State, ZIP

Home Phone

E-mail Address (if checked daily)

Permanent Address

City, State, ZIP

Home Phone

OBJECTIVE (examples)

A position which will combine my _____, _____, and _____ skills. (Use the objective to sell yourself and to focus on the skills you want to use. Give examples.)

EDUCATION

List class standing (e.g., Junior Standing), major and expected graduation date. If you are on the Dean's List or have other honors, include information here.

GPA can be listed at or above 3.0 overall, or determine GPA in major or upper division course work. In the technical areas it is recommended to give your GPA. Many companies may assume a poor GPA if not listed.

You can list other colleges you may have attended. Education abroad programs are considered a plus.

Related Course Work

You can include a brief list of your course work if you feel it would help your application (i.e., if it shows breadth, or if there is required course work for the position). This should be a sub-category of Education.

SKILLS

Computer: list all hardware and software you are familiar with. Languages: list languages and your level of proficiency (NOT number of years studied).

SPECIAL PROJECTS:

Explain a class project you worked on. Include a title for the project, how many team members worked on the project, and the purpose.

RELEVANT EXPERIENCE

Your job title, organization, city, state. Brief description of duties. Dates.

You can use high school work experience or leadership activities if you are a freshman or sophomore, or if experiences/activities relate to the internship or job for which you are applying. Be sure to quantify when possible and discuss the results.

COMMUNITY ACTIVITIES

May be listed under relevant experience if appropriate.

ACTIVITIES, INTERESTS AND AWARDS

Optional.

REFERENCES

A statement on the last line is standard. List your references on a separate sheet; bring them to your interview.

List of References:

It is not appropriate to include your references on your resume. However, you should prepare a list of references at the same time you prepare your resume. References are people you have worked for, interned with, or volunteered for, such as professors and/or campus administrators. They can include advisors, coaches, mentors, or anyone in a professional position who can speak about your character and work ethic (academic references can be used). Usually, at least two references are given. Be sure to ask permission before including someone on your list. List their names, business titles, business addresses, e-mail address, and phone numbers. Always carry a copy of your resume and references to an interview. Include a heading with your name, address and phone number at the top of the page.