

RESUME *tips*

FROM UNIVERSITY OF MARY CAREER SERVICES

“WHAT IS A RESUME?”

A resume is a summary of your experiences and skills relevant to the field of work you are entering. It highlights your accomplishments to show a potential employer that you are qualified for the job you want. It is not a biography of everything you have done. Its **purpose** is to get you an **interview**.

WHAT SHOULD BE INCLUDED IN YOUR RESUME?

The information to be included in your resume will be dependent upon your background and experiences, as well as the positions you seek. The following categories serve as guidelines only.

IDENTIFICATION

Include your name, address, telephone number and e-mail address. Include zip code and area codes for both your campus and your permanent address.

objective

This is an *optional* component of your resume. State your functional or professional area of interest as clearly and specifically as you can. If you have more than one career interest, additional resumes with different objectives may be necessary.

education

Relevant information about your academic background should be included. In reverse chronological order, list college(s) attended, location, degree, month & year of graduation, major, honors, and achievements.

Emphasize positive aspects of your academic career. Optional: Courses related to objective.

experience

List pertinent experiences in reverse chronological order. These can be paid or unpaid. Be sure to include places of employment, city and state, job title, and dates employed. Your description should emphasize accomplishments and major responsibilities. Include statistical information and skill sets to strengthen descriptions. Format can be paragraph or bullets but use action verbs to begin both.

activities & awards

Student organizations and campus activities should be listed here.

Indicate the name of the organization and your title. If space is available, add a brief descriptive. Note any key assignments, accomplishments, or awards.

skills

Usually refers to computer and language knowledge. List each on separate lines. Talk about your experience with both hardware and software.

interests (optional)

This section can act as a facilitator during an interview. List any interests or hobbies. If you include “travel” as an interest, give some explanation of where you’ve been.

references

References are obtained from professors, employers, or administrators. On your resume it is acceptable but not necessary to include the statement “Available upon request.”

optional

Optional sections may include Volunteer Experience, Community Involvement, Certification, Professional Affiliation, Clinical or Academic Experience, Student Teaching, and Fieldwork.

APPEARANCE

Condense your resume to one or two pages. Remember, you are better off to have a well written, properly format-

ted, two page resume than a poorly written or formatted one page resume. Place your name and "page two" at the top of the second page. Use font size 10 or above, and restrict the font to one that enhances your resume, not dominates it. Center and balance your resume on the page, leaving approximately one inch margins. Originals should be produced on a letter quality printer. Duplicates should be professionally photocopied. Design your resume for easy skimming: emphasize by boldfacing, capitalizing and italicizing. Use 8½" x 11" white or light colored bond paper. Proofread carefully and have a Career Services staff member review your final draft. Select the format that best highlights your skills and experiences.

LANGUAGE

Be concise, whether using bullets or narrative style. Use Action words to begin all sentences or bullets. Stress your abilities, skills and accomplishments. Exclude unnecessary personal information such as marital status and date of birth. Emphasize the data relevant to your objective. Avoid use of the pronoun "I". Cite numbers to make a point (e.g. number of people supervised; size of event). Include "buzz" words only if you are sure of their meaning. Use acronyms only after defining them. Tailor separate resumes to fit each career field in which you are job searching.

Useful resume *action* verbs

The following is a list of action verbs which may be useful in composing a resume. Current jobs should be in the present tense.

addressed ADMINISTERED *advised* analyzed **applied** appraised
arbitrated **assembled** briefed **calculated** collaborated
 COMMUNICATED compared *compiled* COMPOSED **computed**
conceived **contributed** *coordinated* *counseled* created *dealt*
DEFINED delegated **demonstrated** designed **developed** diagnosed
 directed *edited* ESTABLISHED *evaluated* **expedited** facilitated
forecasted **founded** guided **IMPLEMENTED** *initiated* instructed
 INTERPRETED **invented** inventoried *investigated* *led* maintained
managed measured *mediated* mobilized *motivated* NEGOTIATED
 OPERATED **organized** *perceived* **performed** persuaded
prepared produced *programmed* PROMOTED *proposed* *recruited*
reported *researched* **restored** scheduled **SEARCHED** selected
supervised surveyed *taught* tested trained **translated** tutored

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University of Mary Career Services

are available to students and alumni to assist in determining and attaining career goals. Our services include a Career Resource Center (located in the University of Mary Library), the Work Information Network (WIN), the Campus Recruiting Program, workshops, and individual appointments.