



Resume Writing Tips

A. What is a resume?

1. An advertisement...your personal billboard.
2. A way to obtain an *interview*, not a job.
3. A targeted and focused marketing document that is digested in 10-30 seconds.
4. A summary of your skills and accomplishments.

B. What are employers looking for?

1. A match with job qualifications...experience, education, and skills.
2. Other characteristics: ability to communicate, intelligence, self confidence, willing to accept responsibility, initiative, leadership, energy level, flexibility, imagination, interpersonal skills, self-knowledge, ability to handle conflict, goal achievement, competitiveness, sense of direction, a "fit" within their organization.

C. What are the components of a good resume?

1. Heading: name, campus and/or permanent address, phone (answering machine required), and e-mail.
2. Objective: short and simple; like a theme statement
3. Education: degree(s), intended date of graduation, school, honors, overall G.P.A and G.P.A. in major, (high school graduation not necessary).
4. Experience: paid work, unpaid or volunteer work, internships, relevant experience.
5. Extracurricular: leadership or service activities, community involvement, athletics.
6. Honors, awards, publications, memberships, etc.
7. References on a separate sheet.

*Apply the "Does it support my objective?" test to decide what goes on the resume and what doesn't.

D. Style

1. Brief is best. One page. Consize entries, make every word count.
2. Avoid personal pronouns.
3. Use action verbs and clear objects.
4. Bullet points for skills and/or job descriptions.
5. Clean, simple layout with few indented margins.
6. Use of space can denote confidence.
7. Use abbreviations with care.

E. Organization/Layout

(Note: If you are submitting a resume to be scanned electronically, see separate tip sheet)

1. Remember, this is an advertisement...just a few key selling points.
2. Be aware of positioning on the page, what comes first gets read first.
3. Where to put those dates? Don't make them the most obvious feature unless you want to emphasize them. Organize positions in reverse chronological order (most recent first).
4. Emphasis - CAPITALS, **Bold**, Underline, Punctuation; **BOLD CAPITALS**, **Bold Underline**, *italicizing*.

F. The final product

1. Absolutely free of typos, misspellings, and errors (ask several people to proofread).
2. Laser printer is best for printing. Utilize computer labs on campus if necessary.
3. Heavy paper, careful with the colors. Matching paper for cover letter and envelope.
4. No cheap photocopies. Good copies are available through campus printing.