

Résumé Quick Guide

There is no "right" way to write a résumé, but there are general rules and guidelines to follow when constructing one. Here are some helpful guidelines and resources to help when critiquing student résumés.

General Guidelines:

- A résumé is a marketing piece, not an application
- A résumé is a summary, not a comprehensive historical document
- Format for easy reading; it's judged in 10-20 seconds
- Use well organized headings and presentation that are accessible to the reader
- Templates or résumé wizards should be avoided
- Undergraduate résumés should typically fit onto one page
- Specifically tailor résumés for *each* job or internship
- Avoid use of personal pronouns or articles ("Led team" rather than "I led a team")
- Use action verbs and numbers/examples to demonstrate strengths (*Example:* "Organized outreach program and secured over 50 volunteers to assist in campaign")
- Resulting in... *What?* What did your actions bring about? Employers want results not just effort.
- Education or experience should be listed most recent first
- Accomplishment oriented
- References should be on a separate page

Most Common Résumé Mistakes Made by Students:

- Relying on a résumé to land a job
- Assuming a high-school résumé will be adequate to apply for an internship or job
- More than two pages
- Including unnecessary information such as: supervisor's names, applicant's birth date and high school information
- List of job responsibilities rather than accomplishments
- Unclear or vague objective. Not a targeted résumé
- Inconsistent use of verb tenses or abbreviations

Online Résumé Resources:

- **Resume Resources for SPU Students** (<http://www.spu.edu/depts/cdc/students/gethired>) Review the Career Development Center's résumé handouts and links available to students
- **Electronic Resume Tips** (<http://www.eresumes.com/>)
- **Sample Resume by Major** (<http://www.career.ua.edu/careerresources/handouts.asp?category=Majors>)
- **Resources by School** (<http://www.spu.edu/depts/cdc/students/resources>) Resources on these pages of the CDC website have various résumé information specific to industries.

STUDENT'S NAME

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A skills statement, including "hard & soft" skills, highlights key strengths related to the job – right at the top!

QUALIFICATIONS

- Financial analysis, risk analysis and working knowledge of balance sheets
- Strong leadership ability demonstrated by spearheading undergraduate investment competition
- Innovative problem solver with advanced ability in clarifying problems and evaluating alternatives
- Highly proficient in MS Excel, Word, Power Point, Access and internet tools
- Reliable, purposeful and solutions oriented worker with a track record of customer service

EDUCATION

Bachelor of Arts in Accounting, Seattle Pacific University, anticipated graduation: June 2009

- GPA in Major: 3.4

RELATED EXPERIENCE

Computer Information Systems Help Desk: Seattle Pacific University, September 2007 – present

- Promptly respond to 15-50 phone and email technology questions per hour presented by faculty, staff, and students.
- Equip users with the information and skills to effectively use the campus wide technology.
- Assess and forward complex calls to specific information system specialist when needed.
- Schedule campus wide portable computer and media equipment usage. Oversee check out and return process.

#'s and %'s convey accomplishments.

Payroll Officer: ABC Company, Inc., Seattle WA, Summers 2007 & 2008

- Created a certified wages payroll handbook and oversaw its implementation to ensure quality payroll procedures.
- Handled, collected, and inspected over 60 employee's timesheets daily.
- Calculated and recorded hourly rates for private wages and state and federal certified wages.
- Updated employee records and generated daily reports using Dexter & Cheney Forefront Software.
- Arranged and recorded all equipment usage to improve equipment records.

Starting with action verbs is powerful.

Administrative Assistant: Seattle Law Firm, Seattle WA, Summer 2006

- Recorded daily incoming payments to assist accounts receivable.
- Reconciled General Ledger with bank statements to ensure accurate records.
- Prepared bid reports and checked for accuracy upon submission.

To highlight older, but more relevant experience, consider two sections: "Related" & "Additional"

ADDITIONAL EXPERIENCE

Assistant Manager: The Body Shop, Summer 2005

- Supervised part-time sales associates to encourage and ensure impressive customer service.
- Enthusiastically interacted with customers to meet their shopping needs.
- Calculated and recorded daily sales outcomes and submitted concise sales reports.

VOLUNTEER EXPERIENCE

- Finance Club, Vice-President, *Seattle Pacific University, 2008*
- Play Therapy Volunteer; *Refugee Camp, Bania, Summer 2007*
- Camp Activities Director; *Ponderosa Bible Camp, Summer 2007*

The final section can be named to include honors, awards, leadership, volunteer, etc.