

What is a résumé?

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

What are employers looking for?

- Bottom line: What value do you bring the organization? Will you be able to help them make money, save money, or make their life easier?
- A match with job qualifications...experience, education, and skills.
- Other characteristics: enthusiasm, ability to communicate, sense of urgency, follow-up, self confidence, willing to accept responsibility, initiative, leadership, energy level, flexibility, imagination, interpersonal skills, intelligence, self-knowledge, ability to handle conflict, goal achievement, competitiveness, sense of direction, a “fit” within their organization.

What are the components of a good résumé?

- **Objective**: Not usually included *on* your resume. A short and simple theme statement to direct your résumé. Apply the “Does it support my objective?” test to decide what goes on the résumé and what doesn’t.
- **Heading**: name, campus and/or permanent address, phone (answering machine required), and e-mail.
- **Education**: degree(s), expected date of graduation, school, honors, overall G.P.A or G.P.A. in major (only if above 3.3), high school graduation not necessary.
- **Experience**: paid work, unpaid or volunteer work, internships, relevant experience.
- **Extracurricular**: leadership or service activities, community involvement, athletics.
- **Honors, awards, publications, memberships**, etc.
- **References** on a separate sheet.

Style

- Brief is best. One page. Conside entries, make every word count.
- Avoid personal pronouns.
- Use action verbs and clear objects.
- Bullet points for skills and/or job descriptions.
- Clean, simple layout with few indented margins.
- Use of “white” space can enhance visual presentation.
- Use abbreviations with care. Write out the enire phrase and put abbreviations in brackets. (ex. Research assistant at Seattle Pacific Univeristy (SPU)).

Organization/Layout

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

- Remember, this is an advertisement...just a few key selling points.
- Be aware of positioning on the page, what comes first gets read first. Put your qualifications first.
- 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).
- Emphasis - CAPITALS, **Bold**, Underline, Punctuation; **BOLD CAPITALS**, **Bold Underline**, *italicizing*.

The Final Product

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