

A Guide to Writing A Resume

Writing a resume is very similar to writing a term paper. As with any document you develop, it's a good idea to gather your information and resources before you begin writing. Here are a few tips to help prepare you for writing your resume:

1. Start-Up Essentials

Before you write, take time to do a self-assessment on paper. This will make it easier to prepare a thorough resume.

- Gather information about your past education and work experience.
- Outline your skills and abilities.
- Think about and write down any extracurricular activities and volunteer experience you may have completed.
- Think about what type of resume will be creating – either a Functional, a Chronological, or a Combination.

2. The Content of Your Resume

Name, address, telephone, e-mail address, web site address

All your contact information should go at the top of your resume.

- Avoid nicknames.
- Use a permanent address. Use your parents' address, a friend's address, or the address you plan to use after graduation.
- Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral, music free greeting.
- Add your e-mail address. Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.)

- Include your web site address only if the web page reflects your professional ambitions.

Objective or Summary

An objective tells potential employers the sort of work you're hoping to do.

- Be specific about the job you want. For example: To obtain an entry-level position within a financial institution.
- Tailor your objective to each employer you target and every job you seek.

Education

New graduates without a lot of work experience should list their educational information first. Alumni can list it after the work experience section.

- Your most recent educational information is listed first.
- Include your degree (A.S., B.S., B.A., etc.), major, institution attended, minor/concentration.
- Add your grade point average (GPA) if it is higher than 3.0.
- Mention academic honors.

Work Experience

Briefly give the employer an overview of work that has taught you skills. Use action words to describe your job duties. Include your work experience in reverse chronological order—that is, put your last job first and work backward to your first, relevant job. Include:

- Title of position,

- Name of organization
- Location of work (town, state)
- Dates of employment
- Describe your work responsibilities with emphasis on specific skills and achievements. Always include and highlight skills that pertain directly to the position you are trying to obtain.

References

Many people note at the bottom of a resume: "References furnished on request." However, references do not belong on the resume itself. Instead, develop a Reference list to provide to employers when requested.

Other Information

A staff member in Job Placement Services can advise you on other information to add to your resume. You may want to add:

- Key or special skills or competencies,
- Leadership experience in volunteer organizations,
- Participation in sports.

3. Resume Checkup

You've written your resume. Now it's time to review it and proofread it.

Content:

- Run a spell check on your computer before anyone sees your resume.
- Get a friend (an English major would do nicely) to do a grammar review.
- Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected).
- Ask a staff member of Job Placement Services to review your final product.

Design:

These tips will make your resume easier to read and/or scan into an employer's data base.

- Use white or off-white paper.
- Use 8-1/2- x 11-inch paper.
- Print on one side of the paper.
- Use a font size of 10 to 14 points.
- Use nondecorative typefaces.
- Choose one typeface and stick to it.
- Avoid italics, script, and underlined words.
- Do not use horizontal or vertical lines, graphics, or shading.

There are many resources available to help you prepare your resume in Job Placement Services. Books on resume writing as well as access to Internet sites on writing resumes are available.

If you are having a difficult time preparing your resume and would like further assistance, please schedule an appointment with a staff member.