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The Resume

Have you ever noticed that some advertisements are more effective than others? That some phrases are more memorable, some packaging more eye-catching, and some approaches more convincing than others? Advertising plays a huge role in consumer decisions.

Writing a resume is really like developing an advertisement to market an interesting and exciting "product"... YOU! The idea is to present your skills, achievements, and qualifications as effectively and briefly as possible so a prospective employer will want to invite you for an interview. Typical employers look at a resume for *less than one minute...* so it is important your resume is extremely easy to read and highlights your best qualifications. This guide will help you get started in the construction of your resume.

The FOCUS of a resume

- A resume IS NOT a running list of everything you have done since the 3rd grade.
- A resume IS a targeted compilation of any relevant, recent experiences that will support your candidacy for any given position/internship. Ask yourself how each of your experiences would contribute to your overall presentation.

The FORMAT of a resume

There are three acceptable formats for a resume:

- **Chronological**. This format presents your experience in reverse chronological order, highlighting your titles, places of employment, and dates of employment.

- **Functional**. This format presents your experience by skills and related experiences. Titles, companies, and dates are all de-emphasized.

- **Combination**. This is the most typical format for college students. Grouping experiences can focus your resume for a specific job. Titles, companies, and dates are also emphasized, however, brief descriptions of your responsibilities and the skills acquired during that particular experience are also highlighted.

The LENGTH of a resume

The debate about this will never end... however, as an undergraduate it is best to keep your resume on ONE page. This is especially true for those of you interested in any type of corporate career.

The CONTENT of a resume

Resumes are generally arranged by topics, or headings. What follows are examples of typical headings you will find on a resume. The example at the end of this guide will help to illustrate.

Contact info The first thing on a resume should be your name, address, phone number, E-mail address. Make sure your name is the boldest part of this heading.

Objective While not necessary, an objective statement gives focus to the resume. It is a brief, one sentence statement which describes the goal and purpose of your resume

Education Since your education is most likely the most prevalent part of your experience so far, it is appropriate to list education early in your resume.

List your college education first.
List the degree earned, major(s), concentration(s), GPA (if desired), thesis topic, and/or study abroad experience in this section.
It is not always recommended to include high school information, unless you feel it will add to your profile.

Experience The experience section of your resume is not limited to paid experience. Some of your best experiences may have been at an internship or volunteer position.
List your title, the company/organization for which you worked, dates worked, and a brief description of your responsibilities.
Use bulleted statements for maximum effectiveness, and begin each statement with an action verb (see list of action verbs on next page).
You may want to separate your experience into two sections; for example, "Relevant Experience" and "Additional Experience", or "Leadership Experience" and "Work Experience". Use the combination of headings that reflect your most important experiences and accomplishments.

Honors/Awards Those who have received awards may want to include a separate section on their resume to highlight these honors.

Skills If you have significant computer skills, language skills or technical skills, you may want to create a section to emphasize them. You might also include any certifications or licences you have (e.g., CPR, Life guarding, etc) if relevant.

Interests Some people like to include a section which highlights personal interests like travel, hiking or painting. This is not a necessary section, but may add a well-rounded flair to your resume

References Stating that your "references are available on request" is not necessary, however some people feel it gives closure to the resume. If appropriate, you may state that a "portfolio is available on request." You can decide which works best for you.

List of Action Verbs

accomplished	decentralized	helped	performed	shaped
achieved	decreased	hired	pinpointed	showed
acquired	defined	identified	pioneered	simplified
activated	delegated	implemented	planned	sold
adapted	delivered	improved	prepared	solved
addressed	demonstrated	improvised	presented	sorted
administered	designated	increased	prevented	specified
advanced	designed	influenced	processed	sponsored
advised	deterrnined	initiated	procured	staffed
allocated	developed	inspected	produced	standardized
analyzed	devised	inspired	programmed	started
anticipated	directed	installed	projected	stimulated
applied	discharged	instigated	promoted	streamlined
appointed	discovered	instituted	proposed	strengthened
appraised	distributed	instructed	proved	stretched
approved	documented	integrated	provided	structured
arranged	doubled	interpreted	published	studied
assessed	earned	interviewed	purchased	suggested
assigned	effected	introduced	realized	summarized
attained	eliminated	invented	recommended	supervised
audited	enforced	investigated	recruited	surveyed
centralized	engineered	lectured	reduced	sustained
clarified	established	led	re-established	tailored
collaborated	estimated	liquidated	renegotiated	taught
combined	evaluated	located	reorganized	tested
completed	exceeded	made	reported	tightened
composed	executed	maintained	represented	traded
conducted	exercised	managed	researched	trained
constructed	expanded	marketed	resolved	transacted
consulted	expedited	mediated	restored	transferred
contributed	extended	minimized	reviewed	uncovered
controlled	facilitated	modernized	revised	undertook
coordinated	formed	modified	scheduled	used
created	founded	monitored	selected	utilized
handled	fulfilled	motivated	organized	verified

Final Thoughts

- ✦ Keep your resume neat and easy to read.

- ✦ Be sure there are NO spelling mistakes or grammatical errors. A spell checker on a word processor is a good way to check most errors, but don't rely on it entirely! It can't detect words that have been used improperly (e.g. "If" instead of "in").

- ✦ Always be clear and concise. Make it easy for an employer to read your resume.

- ✦ Be professional...packaging counts! Be sure you print your resume on neutral colored bond paper, whites and beiges are a good choice. Use a good quality laser printer....don't ever photocopy....and type your envelopes!

- ✦ Always include accurate information; do not misrepresent yourself.

- ✦ Present yourself in with your best foot forward! Be proud of your accomplishments!

For assistance writing a resume, Peer Career Advisors are available each afternoon in The Career Center. Additional resources on resume writing and resume samples are available in the Career Center library.