

# Write Your Resume



## I. TO START

- A resume is a marketing tool--an honest, enthusiastic, positive document targeted to those in the position to hire. If you are interested in teaching, your resume should scream

teaching.

If, for example, you are also interested in marketing, another version of your resume should emphasize marketing and analytical skills. You may need more than one version of your resume. Research the field to know what skills/abilities/qualities will be most important. Conduct informational interviews with people in the field to learn more about it (see page 32 on networking and informational interviews).

- If you don't know what you want, you can still start writing a resume, it will just be more difficult to know if you are targeting it correctly. Come talk to us in the Career Center if you need help with this.
- A resume is not written in complete sentences. Use short phrases including the most important words.
- A resume should be written in natural English. Phrases such as, "performed team management" have no real meaning. Be specific about what you did.

## II. RESUME COMPONENTS

### Name and Address Information:

- You need to include: Name, Address, Phone numbers, and Email addresses.
- Consider including current and permanent information so employers can contact you quickly.
- Check your vital information--remember spell check doesn't pick up numbers (i.e. zip codes and phone numbers.)
- It doesn't matter:
  - ⇒ which side the permanent and campus addresses are on;
  - ⇒ whether you label your addresses as permanent and campus (as long as the college is listed as part of the campus address)

### Objective:

- Is an optional part of your resume.
- Who should have one? Someone whose career goals are not apparent from the rest of his/her resume. (If that is so in your case, you should meet with a counselor to determine what else you can do to market to your field of interest.)

### Examples of good objectives

(Ones that are specific; tell the reader what the person wants to do):

- To obtain a position as an assistant media planner
- Seeking a position teaching mathematics and coaching athletics in a secondary school setting
- A research position that uses my strong biology laboratory skills

### Examples of weak objectives

(Ones that are vague. You may think you are trying to be flexible, but more than likely the reader will think you lack focus):

- To obtain a position within a company where I may apply my educational diversity, communication skills and creativity.
- To secure a job in the business field.
- A position in sales, marketing or public relations.

### Education:

- Education is generally listed first until you get your first professional job, after which education can move to the bottom of your resume.
- Schools are listed in reverse chronological order--current school first.
- Include at least: School, location, degree or degrees, major(s) and date received or expected (month, year).
- You may choose to include honors, relevant coursework, activities, and study abroad programs either here or in separate sections.
- **GPA:** It is your decision as to whether or not to include it. Rule of thumb: Above a 3.0 include it; below, don't. If you are applying for an accounting position you should always include your GPA. Some employers feel that if you don't include it, you are hiding a very low GPA, but you need to decide whether your GPA is an asset. An alternative is to consider including only your major GPA.
- **Other colleges:** If you transferred, or took summer courses elsewhere, you may wish to list your other school(s).
- **High school:** Optional. You may need to include it until your sophomore year. You may also wish to include it if it helps you. For example, if you want to teach at a prep school and you went to a prep school or if you went to a highly selective high school that has name recognition.

## Experience:

- **This is the critical part of a resume.** Describe your experience in terms of your accomplishments and skills (not necessarily in terms of the job description). Quantify or qualify (what? how?) whenever possible to clarify what you achieved. Use numbers, dollars, or percentages to substantiate your experience.
- Experience does not just mean employment. Relevant activities or leadership positions (MAC, Student Council, Greek activities, etc.) can be included if you want to write about them in detail.
  - ⇒ Did you supervise people?
  - ⇒ Did you save the organization money? Can you quantify either by percentage or dollar amount?
  - ⇒ Did you have an idea that made the operation more efficient?
  - ⇒ Did you learn a lot about a field?
  - ⇒ Did you increase membership?
- Use action verbs and an active tense. Start each phrase with an action verb. See page 24 for suggestions. Avoid the phrase "responsibilities included..." The more precise and concise you are, the more powerful the statement.
- **Dates:** Can be listed as years (2005-06), semesters (Fall 2005) or months and years (May 2005-August 2006). Dates can be off to the right or contained within the description. Dates can be on the left as well, but generally the most important information should be on the left.
- **Headings:** What we are generically calling "Experience" you can title a variety of ways. Select headings that best fit your background and market you to your intended field.

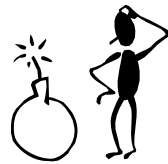
### Some Suggested Headings:

Achievements	Internship(s)
Activities	Laboratory Skills
Additional Experience	Leadership
Art	Marketing
Community Service	Presentations
Computer Skills	Professional Experience
Courses	Publications
Employment	Relevant Coursework
Experience	Relevant/Related Experience
Fieldwork	Research
Finance Experience	Skills
Hobbies or Interests	Student Teaching
Honors	Volunteer
International	Writing Experience

## III. SPECIFICS

- A traditional college student's resume is one page. Those pursuing careers in education will have the option of two pages. The rule of thumb: Add the second page after ten years of experience.
- Hobbies and interests are always optional.

- Resumes are most always accompanied by cover letters (see page 28).
- Font size, generally 12. A 10 point font is acceptable (it may look better with 12 point headings).
- Use a font that is easy to read; for example, Times New Roman or Arial. Avoid Courier - it looks like a typewriter. Use but don't overuse italics and underlines when formatting.
- If printing the resume, use quality bond paper. In general, stick to off-white, white or gray. This type of paper can be purchased at the bookstore or in office supply stores.



## IV. THE "NEVERS"

- Don't put marriage status, health or birth date on a resume. Personal information is unnecessary and, in fact, illegal for an employer to ask until you have been hired (See pages 46-47 for more details on illegal questions.)
- You also never need to write: "Recommendations available upon request." Have a separate page, set up similarly to your resume, to list your references. Provide it when requested (see page 27 on References).

NOTE: The following pages have sample resumes to help you decide how you wish to write and format your own. None of the samples is perfect, and none have THE format or content that your resume should follow. Use them only for ideas and examples. Your resume will be unique to your background and experience and should be designed to best represent you. (See the sample resumes on pages 17-23.)

Talk to alumni who work in  
your field of interest!



Meet Alumni in class and in informal  
networking luncheons.  
Many fields will be represented.