

WRITING YOUR RESUME

Your resume should be a well-organized profile of your qualifications for a job. It should include your areas of knowledge and education, past experiences and responsibilities, skills and abilities and accomplishments. Your resume should clearly communicate enough information to an employer to elicit further interest.

The Initial Employer Scan

The first time an employer takes a look at your resume he/she will briefly scan it and look for specific characteristics. Thus, to make it past the first cut, your resume should contain these characteristics.

- First neatness, organization and correct grammar are essential.
- Second you must communicate your qualifications to employers in the most effective manner possible.
- Finally it is important to gear your resume to the needs of the employer.

PARTS OF A RESUME

The resume is typically organized into blocks arranged from most to least important. The following is a description of the parts of a resume.

Identifying Information

This should include your name, present and permanent addresses and telephone numbers including area codes. You may want to include an e-mail address.

Career Objective/Summary of Qualifications

Writing a career/job objective is optional. If you have a specific job which you are pursuing you may wish to write a brief objective. If your resume is on disk, you may be able to change to objective to tailor your resume to the job in which you are interested. If you are interested in more than one career field and are not able to modify each objective statement on your resume, you will want to omit this section on the resume and include it in the accompanying cover letter. Instead of an objective statement or in addition to one, you may want to include a section, which summarizes your skills and/or qualifications. This section will help you to focus your resume on qualifications, which are important to your potential employer.

Examples of summary statements are:

- *Excellent time management skills developed through working 25 hours per week while a fulltime student*
- *Developed leadership skills by serving as a community assistant responsible for 40 residents.*
- *Knowledge of WordPerfect 5.1 & 6.0, Windows 98, Microsoft Office and Lotus 1-2-3.*

Education

For each post secondary degree (most recent first), list:

- Your degree
- Date of graduation
- The name of the college/university
- Major, minor and concentration

Grade Point Average (GPA)

Include your GPA if it is 3.0 or better. If your GPA is less than 3.0, you may want to identify only your major GPA. If you have worked during college, consider including the percentage of the college expenses you earned.

Experience

In a consistent manner, list your work experiences in reverse chronological order (most recent first). Experiences may include full-time or part-time employment as well as summer jobs, volunteer work and internships. Follow these guidelines.

- List your job title, the employer's name, city and state
- List related skills, responsibilities and results of your actions
- Highlight when an increase in responsibility occurred or when you received a promotion.
- Use numbers to qualify information: i.e. "cash sales of \$9000.00" or "supervised four clerks".

If you have career-related experience, you can divide your experience into two sections: **Career-Related Experience** and **Other Experience**. This allows you to put the most relevant items together.

Activities

Employers look for well-rounded individuals who involve themselves with extracurricular activities.

You may want to:

- Include both college and community activities,
- Highlight activities closely related to your career goals and/or the needs of the employer

Honors

List any honors which indicate your strong academic abilities, i.e, honorary societies, scholarships, awards and dean's lists.

Military service Identify the branch of service, locations, your rank and dates of service. Briefly describe your assignment, achievements and demonstrated skills and terms relevant to employers. Avoid using technical military terms.

References

If you do not have space on your resume for references, it is a good idea to state, *References are available upon request.*

Create a listing of your references with work addresses and phone numbers on a second page. Always make sure that you have permission from individuals before listing them as references.

Always include your contact information at the top of the Reference page.