The Résumé
How to Catch Employers' Eyes and Land an Interview

A résumé is a positive outline or written summary of an individual's background. It should address your qualifications for a job through sections such as *education, experience and extracurricular activities*. The résumé's purpose is to stimulate the interest of an employer, show how you fit and would be of value to them, and ultimately land you an interview.

The Sections of a Résumé

HEADING: Includes name, address, phone number, fax and email. List your permanent address as well as your temporary address (should you have one) and the date you might be leaving.

EDUCATION: This section should be a brief history of your educational background. Include the names of the schools from which you graduated, degrees, majors and graduation dates. Put your most relevant degree first, and list only those institutions where you have received a degree (unless one is currently in progress). Omit high school information unless it is extremely relevant. Other items that can be added are concentrations, minors, grade point averages, academic honors and awards, or certifications.

EXPERIENCE: This section describes any relevant full-time, part-time or summer jobs, as well as internships, research projects and volunteer work. Remember to emphasize duties, responsibilities, accomplishments, skills and abilities related to the position for which you are applying. Use action verbs to start your descriptions (planned, coordinated, supervised...), and try to be specific and concrete with your examples. Don't sell yourself short. Show all the skills, talents and abilities that make you an excellent candidate for employment! For more tips on how best to describe employment experience as well as a list of helpful action verbs, please see the reverse side of this page.

Optional Headings or Sections

RELEVANT COURSEWORK: This can be a separate section or merely listed in your education section. It should support your objective by displaying the work you've done in classes that is relevant to the position you are seeking. This is an effective section if you do not have much work experience to back up your objective.

HONORS AND AWARDS: If you possess more than one of these, you can create a section to highlight them.

SPECIAL PROJECTS: This area is frequently overlooked, but if it relates to your objective, it is an excellent way of demonstrating accomplishments and experience. This can be a separate section or listed under your education heading. Make sure to describe the projects in detail.

SKILLS: These are skills that relate directly to your objective. A good example is "computer skills" which is relevant in just about every area. Other examples include a foreign language, specialized training or experience with various equipment.

ACTIVITIES: The activities section can include many items such as relevant clubs, intramurals, student organizations or volunteer work. Include offices held and, if directly related to your objective, descriptions of your responsibilities and accomplishments. The activities section is often located near the bottom of the résumé.

PROFESSIONAL AFFILIATIONS: This includes any membership in a relevant professional organization. If you are still a year away from graduating and are not yet a member of a professional organization, you might consider joining one related to your career path or goal.

Quick Tips:
- Vary your action verbs. Do not start each sentence with the same verb. **See back page for suggestions**. Describe all relevant experience thoroughly.
- Don't start descriptions with "I."
- Use present tense verbs when you are still in a position and past tense verbs for past experiences.

CREATING YOUR RÉSUMÉ

- **Use action verb phrases to describe your experience. See below.**
- **Make sure there are no typographical errors or misspellings. Use correct grammar.**
- **Make type consistent, orderly and professional throughout your résumé.**
- **Use quality bond résumé paper. Stick to conservative colors (ivory, off-white, light gray, light blue).**
- **Don't staple your résumé pages or staple your cover letter to the résumé.**
- **Make your résumé easy to scan by using font formatting like bolding, italics, and underlining.**
- **Employers may spend less than 30 seconds reading your résumé, so it is imperative that you emphasize your strongest skills, experiences, accomplishments, abilities, etc., that relate to your objective. Be specific when describing them.**
- **Keep your résumé to one or two pages. Only go two pages if you have so much <u>relevant</u> experience that it fills over half the second page.**
- **<u>Contact the Career Services Office for further assistance.</u>**

Universal Fonts on Resumes

Arial Narrow
Arial Black (Headings)
Book Antiqua
Calibri

Cambria
Garamond
Impact (Headings)
Lucida Sans

MS Sans Serif
Tahoma
Trebuchet MS
Verdana

Action Verb Statements

- <u>**Supervised**</u> **and trained a staff of 10**
- <u>**Coordinated**</u> **publication and distribution of a weekly newsletter for students**
- <u>**Facilitated**</u> **a field trip to Yellowstone National Park**
- <u>**Reorganized**</u> **filing system resulting in more efficient operation**
- <u>**Participated**</u> **in parent/teacher conferences**
- <u>**Managed**</u> **the budget for all operations and prepared monthly reports**

Action Verbs

addressed appraised ascertained assessed analyzed audited balanced built assisted classified compared controlled concluded examined estimated distributed delegated budgeted coordinated computed documented calculated contributed clarified licensed inquired grouped improved evaluated invented reconciled printed represented updated motivated modified spearheaded expanded reproduced monitored organized increased maintained oversaw operated facilitated delivered financed recorded programmed located initiated ordered reinforced