

RESUME WRITING

Your Résumé is a Marketing Tool

Your résumé is one of the most critical documents in your search for internships, part-time and summer jobs, full-time employment, graduate school, or for networking introductions. Remember to highlight your knowledge and experience relevant for the particular job you are seeking. If you are looking for different types of jobs, you may need several versions of your résumé.

E-Mail Résumé

Many companies today are requiring résumés be sent via e-mail in response to ads, Internet searches, and/or agency listings. It is best to follow the format as requested by the company. (i.e. Text, PDF, Word Document). Remember you may not be contacted if an organization cannot open your résumé.

Résumé Sections

NAME, ADDRESS, PHONE NUMBER, and EMAIL

While you are in school, include both a permanent and local address, email address and a telephone number where you can be reached easily. Email and voicemail should always be professional.

OBJECTIVE

Be clear, concise, and focus on the employer's needs.

- Human resources generalist position in which a proven academic record, business skills, and internship experience would be valued.
- An entry-level public accounting position focusing on taxation which will utilize education and related experience.
- A human service position utilizing versatile counseling and program planning skills with fluency in Spanish.

EDUCATION

- Include college(s) attended, degree(s), dean's list status, graduation date(s), major, minor, and certificates (if applicable).
- List your GPA if above a 3.0. If your cumulative GPA is not above 3.0, but your major GPA is, list only your major GPA.
- In technical disciplines like engineering, math or computer science, list GPA if 2.7 or above.
- Include other related skills, such as languages, and Study Abroad experience, etc.

RELEVANT COURSES

- It is best to list these in columns; courses currently enrolled in can be included. Make sure you prioritize this list. Try not to lead with or list an introductory course when you have relevant upper level courses listed as well.

PROJECTS/CERTIFICATES/RESEARCH (Select the one(s) that will enhance your resume.)

INTERNSHIP (Details of your internship should be listed same as Experience, see below.)

EXPERIENCE

- Include relevant full-time, volunteer, part-time, or work-study positions.
- List job titles, site name, locations, and dates worked.
- Use short active verb phrases to describe your responsibilities, accomplishments, and skills. (See action verbs page.) Use current tense for job you hold currently and past tense for previous positions.

AWARDS

- List awards. Please explain any awards that are not commonly known and include dates received. E.g. Skookum Award, i.e. demonstrated excellence in academics, co-curricular activities, athletics, volunteer work, and community service.

COMPUTER SKILLS

- List relevant computer applications, languages, programs, software and hardware that you are familiar with: Microsoft Office: Word, Excel, Access, PowerPoint, PageMaker, FrontPage, PhotoShop, Visual Basic, C++, AutoCAD, and MATLAB, LabVIEW, Outlook

ACTIVITIES/CLUBS

- List relevant activities, offices/positions held, and dates participated.

Résumé Appearance

1. For most undergraduates a one-page résumé is most appropriate and preferable. Two page résumés may be acceptable for some fields; however, only use two pages if you have relevant information to communicate and include the most important relevant information on the first page. Make sure your name and page number appear on a second page. Do not print as a double-sided document.
2. Choose white or ivory, 24 pound, cotton fiber résumé paper. Make sure your résumé will produce clean, clear photocopies. The Career Development Center has résumé paper and matching envelopes for your use.
3. Do not use a template to create your résumé. Take the time to design your page layout. Style your résumé to be consistent and easy to read. Be consistent! Use font size 11 or 12.
4. Carefully have your résumé proofread by several individuals who know you. Do not rely on Spell Check. Check for grammar, spelling, and punctuation. Remember you are ultimately responsible for the accuracy of your document.

The Career Development Center is here for you!

Please stop by the Career Development Center if you need help getting started and for a review of your draft résumé. Upload your résumé to the My Documents section in the CareerCenter Online system (www.myinterfase.com/wne/student).

ACTION VERBS

accomplished	counseled	instructed	predicted
achieved	created	interacted	prepared
adapted	decided	investigated	prioritized
addressed	delegated	lectured	processed
administered	demonstrated	led	programmed
advocated	designed	maintained	promoted
analyzed	detailed	managed	provided
arranged	developed	mapped	publicized
assembled	edited	maximized	reduced
assessed	established	measured	reorganized
assisted	evaluated	mediated	researched
balanced	examined	memorized	resolved
budgeted	expanded	modified	reviewed
built	facilitated	motivated	scheduled
calculated	filed	negotiated	serviced
coached	formulated	observed	simplified
collaborated	gathered	operated	sold
collected	generated	ordered	solved
compiled	helped	organized	spearheaded
complied	identified	participated	strengthened
completed	implemented	perceived	supervised
conceived	improved	performed	taught
conducted	increased	persevered	updated
contributed	identified	persuaded	utilized
coordinated	initiated	planned	wrote

REFERENCES

- List on a separate sheet of paper the name, title, address, and telephone number of and e-mail address of three to five people.
- Do not list names on your resume.