

RESUME WRITING

In today's competitive job market, a well-written resume is the single most important factor in getting your foot in the door and on your way to landing the perfect position. A resume is a one or two-page summary of your education, skills, accomplishments, and experience.

The Content of Your Resume

Name, address, telephone, e-mail address (required)

All your contact information should go at the top of your resume.

- Avoid nicknames.
- Use a permanent address. Use your parents' address, a friend's address, or the address you plan to use after graduation.
- Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
- Add your e-mail address. Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.)

Objective or Summary (optional)

An objective tells potential employers the sort of work you're hoping to do.

- Be specific about the job you want. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- Tailor your objective to each employer you target/every job you seek.

Education (required)

New graduates without a lot of work experience should list their educational information first. Those with a strong work history can list it after the work experience section.

- Your most recent educational information is listed first.
- Include your degree (A.S., B.S., B.A., etc.), major, institution attended, minor/concentration.
- Add your grade point average (GPA) if it is higher than 3.0.
- Mention academic honors.

Work Experience (required)

Briefly give the employer an overview of work that has taught you skills. Use action words to describe your job duties. Include your work experience in reverse chronological order—that is, put your last job first and work backward to your first, relevant job. Include:

- Title of position,
- Name of organization
- Location of work (town, state)
- Dates of employment
- Describe your work responsibilities with emphasis on specific skills and achievements.

Other information

Other information you may wish to add to a resume to further detail your skills and experience include:

- Key or special skills or competencies,
- Leadership experience in volunteer organizations,
- Participation in sports and other extracurricular clubs and activities.

References

Ask people if they are willing to serve as references before you give their names to a potential employer.

Do not include your reference information on your resume. These should be placed on an additional sheet of paper and only presented if requested.

Resume Checkup

You've written your resume. It's time to have it reviewed and critiqued. You can also take the following steps to ensure quality:

Content:

- Run a spell check on your computer before anyone sees your resume.
- Get a friend (an English teacher would do nicely) to do a grammar review.
- Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected).

Design:

These tips will make your resume easier to read and/or scan into an employer's data base.

- Use white or off-white paper.
- Use 8-1/2- x 11-inch paper.
- Print on one side of the paper.
- Use a font size of 10 to 14 points.
- Use nondecorative typefaces.
- Choose one typeface and stick to it.
- Avoid overuse of italics and underlined words.
- Do not fold or staple your resume.
- If you must mail your resume, put it in a large envelope.