

# RESUMES

- A resume is a brief summary of your
  - qualifications
  - education and
  - experiencesrelevant to your job search objective
- Purpose of a resume
  - to obtain an interview

# RESUMES

- Employers spend less than 30 seconds reviewing resume
- Information must be conveyed in
  - clear
  - well-organized style

# SECTIONS OF A RESUME

- Name
- Objective
- Education
- Experience
- Additional Information

# NAME

- Current address
- Permanent address
- email address
- Phone number
- Web page address
- LinkedIn address

# OBJECTIVE

- Optional section
- Objective can include
  - specific position you are seeking
  - skills you wish to use on the job
  - field or organization type by which you wish to be employed
  - a combination of all of the above

# EDUCATION

- Name of degree-granting institutions; list most recent first
- Degree received and major
- Graduation date or projected graduation date
- Dates of attendance if degree was not completed
- Overseas academic experience

# EDUCATION (Optional)

- Minors, specialization or focus areas
- Courses relevant to position applied for
- Honors and GPA (if they are strong selling point)
- Indicate GPA based on a 4.0 scale
- Final year thesis title and brief description
- 1<sup>st</sup> and 2<sup>nd</sup> year students can include high school

# EXPERIENCE

- List most recent experience first
- Title of position
- Name of organization and location
- Dates, including month and year
- Descriptions of responsibilities using action verbs
- Believable, verifiable accomplishments

# EXPERIENCE

- Experience includes
  - paid jobs
  - Internships
  - volunteer community service
  - academic/extracurricular projects involving teamwork or leadership
  - special academic research or honors projects

# EXPERIENCE

- You may choose to divide your experience into two or more sections
- Section headers might include
  - research experience
  - teaching experience
  - leadership experience or
  - volunteer experience

# ADDITIONAL INFORMATION

- Skills
- Languages
- Activities
- Interests
- Volunteer work
- Sports
- Hobbies
- Honors and Awards

# TIPS FOR CREATING SUCCESSFUL RESUME: Do's

- focus on accomplishments,
- use action verbs to clearly indicate skills
- quantify results:
  - Created marketing campaign that increased club membership by 25%.
- keep resume brief (one page. Two pages if experience is extensive)
- print resume on good white paper
- accompany resume with cover letter
- peer review resume for content and grammar

# TIPS FOR CREATING SUCCESSFUL RESUME: Don'ts

- don't make margins smaller than one inch
- don't make font size smaller than 10 pts
- don't include personal pronouns (I, me, we)
- don't include personal information, physical characteristics, photographs on resume
- don't include t last line: “References available upon request

# RESUME FORMATS

- **Chronological Format**
  - presents experience and education in reverse chronological sequence, starting with the most recent
  - simple, straightforward, and useful for anyone with history of directly relevant experience
- **Functional/Skills Format**
  - Focuses areas of skill
  - effective in conveying strengths to employer
  - draws attention to accomplishments
  - Highlights skills by function rather than work experience

# RESUME FORMATS

- **Combination Format**

- combines both the chronological and functional formats
- have relevant work experience for each of several skill areas
- allows to group your experiences or key selling points together by functional areas (such as Research Experience and Teaching Experience)
- list those experiences in reverse chronological order within each section

# RESUME SCANNING

- Companies may scan each resume as an image
- Sort image into recognizable letters, words, and symbols.
- scanned images are entered into a database and searched for keywords which indicate
  - Skills
  - education and
  - knowledge areas the employer is seeking.
- Every occupation and career field has its own jargon, acronyms and buzzwords—these are helpful keywords to use
- If you are responding to job listing, use words from the job listing in resume and cover letter.