

Resume Guide

What is a resume?

A resume is a snapshot of your self on paper. It is a brief presentation that summarizes your skills, knowledge, and past responsibilities. The purpose of your resume is usually to get an interview. It is a method of advertising and emphasizing your most marketable skills. When designing your resume, make each section and statement positive and straight to the point.

Resume Writing Tips

1. Be honest and accurate.
2. Do not go beyond one page unless absolutely necessary.
3. Select a format that best suits your qualifications.
4. Design each resume to fit a particular job.
5. Use quality paper and reproduction services.
6. Minimize personal data.
7. Stress relevant accomplishments and marketable skills with transferable skills and action verbs.
8. Be specific--use numbers, dates, and names.
9. Present information about your experience or education first, depending upon which is the most important to the job for which you are applying.
10. List your work experiences. Include positions you have held, names of employers, specific duties, and dates you held each position.
11. Included information about achievements or special abilities. Also list volunteer work, club duties, other responsibilities that suggest you would be a responsible, dependable worker.
12. Use everyday language and short, concise phrases.
13. Use the techniques of boldface, underlining, white space, and indentations to make your resume readable.
14. Get someone else's reaction before typing the final copy.
15. Proofread carefully for spelling, punctuation, and other errors.
16. Answer the question: "Why should the employer hire me?"
17. Always include a customized cover letter.
18. Address and mail your resume (and your cover letter) to the appropriate person.

Parts of the Resume

1. Personal Data: your name, address, phone number, e-mail address (enough for the reader to know you and reach you easily).
2. Job Objective: the type of position you want and the type of organization you want to work for.
3. Skills Summary: the key qualities and skills you bring to a position, listed with supporting details (i.e. Communication, organization, computer languages, computer systems, sales, marketing, public relations, management, problem solving, working with people, counseling, training).
4. Work Experience: positions you have held (where and when) < specific duties and accomplishments.
5. Education: degrees, courses, special projects
6. Other Experiences: volunteer work, awards, achievements, off-campus programs, and extracurricular activities (related to your job objective).

Essential Checklist Before Sending Your Resume to Anyone!!!

- ❑ Proofread, proofread and proofread!!
- ❑ Grammar check and spell check.
- ❑ Always send a cover letter with your resume.
- ❑ Your cover letter should have a company contact name.
- ❑ Do not make the employer work; use an inviting and easy-to-read format and font.
- ❑ Make sure all relevant skills are listed (i.e. computer or technical, communication skills).
- ❑ Follow up to confirm receipt of resume.
- ❑ Tailor your objective statement to each position.
- ❑ Stay organized (keep a list of who you sent your resume to, contact person, and when).
- ❑ Font size should be between 10 and 12 point.
- ❑ Utilize the whole page (8 1/2 x 11). Adjust your margins between 0.3 and 1.0 inches.
- ❑ Use light colored paper, it is usually perceived as more positive and professional.

Action Verbs

Transferable skills encompass all fields. Make sure to review all verb categories before selecting your word.

Management

Skills

administered
analyzed
anticipated
assessed
attained
chaired
contracted
controlled
consolidated
coordinated
delegated
developed
directed
enforced
evaluated
executed
expanded
fixed
improved
increased
initiated
organized
oversaw
perceived
planned
prioritized
produced
recommended

reported
resolved
reviewed
scheduled
screened
selected
strengthened
supervised
trouble shoot

Communication Skills

addressed
arbitrated
arranged
authored
confronted
conveyed
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
liaison

listened
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Research Skills

clarified
collected
critiqued
delivered
determined
diagnosed
evaluated
examined
explored
extracted
gathered
identified
inspected

interviewed
investigated
organized
reviewed
studied
summarized
surveyed
systematized

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
installed
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
incorporated
informed
initiated
inspired
instructed
mentor
observed
persuaded
set goals
stimulated
tutored

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
estimated
forecast
managed
marketed
planned
projected
researched
sold

Creative Skills

acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
memorized
originated
performed
planned
revitalized
shaped
sketched

Helping Skills

assessed
assisted
clarified
coached
customer service
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented
volunteered

Clerical/Detail Skills

approved

arranged
catalogued
classified
collected
compiled
dispatched
distributed
executed
generated
implemented
inspected
monitored
operated
ordered
organized
processed
purchased
recorded
retrieved
screened
specified
support
systematized
tabulated
transcribed
transferred
validated