

## Preparing an effective resume

### 1. Resume Essentials

Before you write, take time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience and extracurricular activities. This will make it easier to prepare a thorough resume.

### 2. The Content of Your Resume

Name, address, telephone, e-mail address, web site address

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.)
- Include your web site address only if the web page reflects your professional ambitions.

#### *Objective or Summary*

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*

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

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

#### *Work Experience*

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*

A staff member at your career services office can advise you on other information to add to your resume. You may want to add:

- Key or special skills or competencies,
- Leadership experience in volunteer organizations,
- Participation in sports.

#### *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. You may note at the bottom of your resume: "References furnished on request."

### **3. Resume Checkup**

You've written your resume. It's time to have it reviewed and critiqued by Career Services. 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 major 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 8-1/2- x 11-inch paper.
- Print on one side of the paper.
- Use a font size of 10 to 14 points.
- Use only one non-decorative typeface.
- Avoid italics, script, and underlined words.
- Do not use horizontal or vertical lines, graphics, or shading.
- Do not fold or staple your resume.
- If you must mail your resume, put it in a large envelope.