

## THE BASICS

Your resume is a picture of you and is sometimes all the potential employer knows about you. A good resume can get you an interview, a poorly formatted or typo-filled resume can destroy your chances!



### Follow these simple rules!

- Try to limit it to one page
- Triple-check for spelling and grammar errors, then ask someone else look at it
- Use brief bulleted phrases
- Print on good paper
- Only abbreviate State names
- Choose a simple typeface, 11 or 12 font
- **Resume Sections:** Objective, Education, Honors, Coursework, Employment, Volunteer Work, Campus Activities, Computer and Language Skills

## FOCUS AND BE OBJECTIVE

The best resume connects your skills and experience with the requirements of the position. Are you looking for a part time job as a waitress? Include related positions and tasks that have built your interpersonal skills. Is the resume for an internship? List classes you have taken that gave you knowledge of the industry.

Start with a simple objective that indicates the type of position you are seeking, e.g. *To obtain an entry level position in Human Resources.* Avoid nebulous phrases like: *A job that will enable me to grow in my career and utilize my skills.* The employer will have no idea what job you want!

Long elaborate descriptions

High School Information (unless it is relevant to position you seek)

"References Available on Request"

Unsupported skills section

Personal data such as age, sex, SSN

Suggestive or cute email addresses

### WHAT TO LEAVE OUT

## THE EMPLOYMENT SECTION

List your employers in reverse chronological order and describe your responsibilities with action words. Use present tense for current jobs and past for those you no longer hold. Do not use verbs ending in "ing" and never use the word I. You do not need to give all the details of a position - just enough to show you have skills and experience that will interest the employer. You will give more information on the interview. List as few as two bullet points but no more than 5 for each position. Focus on your achievements and leave out insignificant information. Do not undersell your experience, but **never** exaggerate or lie.

**Activities and Volunteerism are Important**  
They show that you are an involved and multi-faceted person. Employers like to see that you have played on a team or led an organization. Highlight clubs memberships that are related to your major.