

Create a Resume that Highlights Your Related Experience

FIRST IMPRESSIONS LAST

A resume is a document highlighting an individual's strengths related to a field/job and is a component of virtually any job search. Employers are likely to spend less than a minute reviewing your resume, so craft a document that markets your strongest qualifications for that employer.

GUIDELINES FOR AN EFFECTIVE RESUME

- Think about yourself and **your strengths** – what do you want to highlight? Your resume is a marketing document in which you are trying to convey a specific message to a target audience. Is that message that you are a high achieving student capable of learning quickly? Someone with a lot of technical skills? A social media whiz?
- Think about the organizations and positions you seek – **what is important to them?** Read position descriptions carefully. What qualifications are required? What information seems less relevant?
- Begin bullet points with strong **action verbs** and “show” the employer what you did, how you did it, and why it was important.
- Highlight your **achievements** and demonstrate how you can contribute to the company/organization.
- A resume is typically 1 page for undergrads and 2 for grad students.

DIFFERENT TYPES OF RESUME FORMATS

There is no such thing as the “right” format, read on for more information.

Chronological:

Lists your education and experience in **reverse** chronological order from most to least recent under each heading. Category headings may be arranged in any order and should be organized to emphasize your most relevant experience. This is the most common resume format.

Functional:

Focuses on skills and accomplishments, emphasizing what you did and your transferable skills. Employment history is usually labeled in a small section at the bottom. This format may be beneficial for career changers or individuals with employment gaps.

Combination:

Highlights skill categories, but does include some description of employment history in a separate section.

STANDARD SECTIONS

Contact Information: Includes your name, city/state, phone number and e-mail address. Make sure your email address and voicemail message are appropriate for professional correspondence!

Education: Includes the name of the college you currently attend or have attended, the city, and state; the name of your degree, your major and minor (if you have one), your graduation date (or anticipated date), and your GPA. Write out the full title of your degree, e.g. “Bachelor of Arts in History, May 2017.” This section is typically at the top of your resume (after your objective or summary if you choose to have either) for current students/recent graduates. If you attended more than one school, list the most recent first. You may supplement this section with “Relevant Coursework” or “Academic Accomplishments,” if related to your desired position.

Experience: This category may include paid employment, volunteering, internships, military service, etc. Include the name of the organization, your position title, and dates of the experience. Customize your

headings and organize your experiences to highlight your strongest qualifications for the position. You may use headings such as “Relevant Experience,” “Leadership Experience,” “Teaching Experience,” etc.

OPTIONAL SECTIONS

Objective: An objective can identify the position for which you are applying and your qualifications for it. This section is typically placed below your contact information. An objective is not required.

Summary of Qualifications/Profile: For professionals who are more experienced, this section may take the place of the objective, briefly highlighting your strongest skills and qualifications for the position.

Relevant Coursework: Can be designated as its own section or included under education information. List the full course name not acronyms.

Academic Projects: This section may be included to expand upon relevant skills and knowledge gained through academic projects/research related to the desired position.

Certifications/Endorsements /Licenses: Write the full title and include the date issued. If desirable in your career field, place this section closer to the top of the resume, close to your education information.

Service/Activities: Include dates and any leadership/responsibility you may have had. Organize in a list format.

Affiliations/Memberships: Write out the name of the organizations, May include any offices held, conferences attended, related projects, etc.

Skills: Computer skills, foreign languages, laboratory techniques, or any skills you want to highlight. Include level of proficiency by stating “proficient in,” “fluent in,” “basic knowledge of,” etc.

Honors/Awards: Can be designated as its own section or included in education. Include the name of the honor/award and date received. May include brief statement describing the honor/award.

References: This section should **not** be included on your resume, but on a separate page. This page includes the contact information (name, title, phone number, and email address) for your references. **Ask for permission prior to using someone as a reference.**

RESUME DO'S

- Tailor content, category headings, and organization to each position.
- Quantify your accomplishments by including numbers, dollar values, and percentages. Add any results if applicable.
- Use boldface/italics/caps to highlight section headings and to differentiate between the company name and position title.
- Incorporate industry-related terminology.
- Edit and proofread multiple times (have someone else do so as well).
- Use good quality paper in a neutral color if printing your resume

RESUME DON'TS

- Use fancy or unusual font styles/colors.
- Use a TEMPLATE! A plain Word doc is easy to edit as you gain experiences, and ensures your resume will be accepted by employer applicant tracking systems (ATS).
- Try to make a one-page resume by using a small font or tiny margins
- Use personal pronouns such as “I” or “my,” abbreviations, or acronyms.
- Include confidential information such as your social security number, marital status, visa status, date of birth or personal photo.

FORMULA: FOR IMPACTFUL, BULLET-POINTED EXPERIENCE DESCRIPTIONS

- | | | | | | |
|---|--|---|--|---|--|
| • | VERB | + | HOW/WHAT | + | RESULT/PURPOSE |
| | a power verb highlighting a needed skill | | infusing field-relevant terminology; translating your language to language from the jobdescription | | Quantify with numbers where possible, or use “...to...” at the end of a statement to showcase the end goal |