

RESUME WRITING

A "How-To" Guide

CAREER
CENTER
Discover Opportunities



DO I REALLY NEED A RESUME?

Yes! Whether you are applying for a part-time job, summer job, internship, or the job of your dreams – nothing speaks louder about who you are and what you can do than a good resume.

WHAT IS A GOOD RESUME?

A resume is a summary of those aspects of your background that serve to support your immediate career objective. A good resume should tell who you are, what you want to do, and what you have to offer. A good resume will provide all this pertinent information yet also be concise and to the point.

The goal of a resume is to get you an interview. If there is anything you want to go more in depth about, talk about it in the interview. In addition, if the employer has any questions you can be certain they will ask you then.

HOW LONG SHOULD MY RESUME BE?

Typically, one page is enough. In some cases, a resume may be as much as two pages if the person has extensive experience in a field or has been working for a significant amount of time in a variety of different occupations. For a recent college graduate, however, you generally do not need anything longer than a page.

It is important to remember that a prospective employer is going to look at your resume for 30 to 60 seconds. Your goal is to sell yourself to that person in that time span. Don't overdo it!

WHAT SHOULD I PUT IN MY RESUME?

There are several different layouts you can use to construct your resume, but all of them contain similar information. Be sure you include:

- | | |
|--------------------------|------------------------------------|
| Personal identification | - <i>who are you?</i> |
| Career Objective | - <i>what do you want?</i> |
| Educational Background | - <i>what do you know?</i> |
| Experience | - <i>what have you done?</i> |
| Activities / Interests | - <i>what makes you different?</i> |
| Skills / Accomplishments | - <i>what makes you special?</i> |

Look at the attached Resume format that shows you what can go where and why. Keep in mind that this is a standard layout. Try to design something that is eye-catching while also being formal and effective.

Recommended Fonts:	Arial	Garamond	Antique Olive
	Times New Roman	Tahoma	Universe
<i>Keep fonts between size 10 and 12 for the body of the resume!</i>			

Name of Job Seeker

E-mail address

Campus Address
City, State & Zip
Phone number

Home Address
City, State & Zip
Phone number

OBJECTIVE: One or two concise easy to read statements focusing on the type of position you are seeking, the skills you want to utilize and/or the tasks in which you want to become involved.

EDUCATION: **Name of current university** **City, State**
Degree you are working toward *Date of Graduation*
In the space below you can add your grade point average and mention any academic-related awards.

WORK EXPERIENCE: **Company Name of latest employment** **City, State**
Title or position held *Dates of employment month/year*

- Use action words to describe different experiences and accomplishments (see back page for sample action words).
- Quantify / qualify your statements when possible.
- Be sure to cite any skills you may have learned from this experience that could help you in the future.

Company of earlier employment **City, State**
Title or position held *Dates of employment month/year*

- Here you can cite additional experiences that will show you are versatile.
- This is a good place to show you may have good customer service or team work skills.
- It may not seem like it was a relevant job, but it does look good to show that you were responsible and worked even if only in the summer.

HONORS AND ACTIVITIES: **Name of Awards Received**
Note what the award was for if it is not clear from the title.

Clubs or Organizations

- Cite any leadership experience such as elected offices.
- This is also a good place to show any charity work or social services you may have participated in while in school.

SKILLS: Be sure to list here any skills you may have with computers, office equipment or special equipment, and any other languages you might speak.

THE ELECTRONIC RESUME

If you plan to use the Internet or other technical means for sending out your resume, then you should consider a few things. The following are a few hints that may help:

- Use a basic layout and simple fonts when making a “scannable” resume. This will enable the computer to more easily read and interpret the information.
- Always fax resumes in “fine mode” so the receiver will have a clear and easy to read copy.
- Create two resumes: one for scanning and faxing, and a second version with a more creative layout or design for people to read.
- Keep your resume on disk and in several different file forms (Word, pdf, Rich Text Format, etc.) so that you can easily attach it to e-mail messages and send over the Internet.

ACTION WORDS TO USE IN DESCRIBING PAST EXPERIENCE:

Communication	Clerical / Detail	Research	Technical	Financial	Helping	Management
addressed	approved	clarified	assembled	administered	assessed	administered
arbitrated	arranged	collected	built	allocated	assisted	analyzed
arranged	catalogued	conducted	calculated	analyzed	clarified	assigned
authored	classified	critiqued	computed	appraised	coached	attained
corresponded	collected	diagnosed	designed	audited	counseled	chaired
developed	compiled	evaluated	devised	balanced	demonstrated	contracted
directed	dispatched	examined	engineered	budgeted	diagnosed	consolidated
drafted	executed	extracted	fabricated	calculated	educated	coordinated
edited	generated	identified	maintained	computed	expedited	delegated
enlisted	implemented	inspected	operated	invented	facilitated	developed
formulated	inspected	interpreted	overhauled	developed	familiarized	directed
influenced	monitored	interviewed	programmed	forecast	guided	executed
interpreted	operated	investigated	remodeled	managed	referred	evaluated
lectured	organized	organized	repaired	marketed	rehabilitated	improved
mediated	prepared	reviewed	solved	projected	represented	organized
moderated	processed	summarized	trained	researched		oversaw
motivated	purchased	surveyed	upgraded	Teaching		planned
negotiated	recorded	systematized		adapted	explained	prioritized
persuaded	retrieved	Creative		advised	facilitated	planned
presented	screened	acted	founded	communicated	guided	produced
promoted	specified	conceptualized	illustrated	coordinated	informed	recommended
publicized	systematized	created	instituted	developed	initiated	scheduled
reconciled	tabulated	designed	integrated	enabled	instructed	strengthened
recruited	validated	developed	introduced	encouraged	persuaded	supervised
spoke		directed	originated	evaluated	set goals	
translated		established	performed	revitalized	stimulated	

CAUTION!! Do not use a Resume Template when preparing your resume. Begin with a blank Word Document and enter your information.

QUESTIONS??? Contact the Career Center
 Phone: (301) 447-5202 Email: career-center@msmary.edu