

Suggestions for Writing Resumes

A resume is a way to advertise and sell yourself to a potential employer. A reader usually takes only 30 seconds to scan your resume and determine if you are a qualified applicant for a position. This means that it is very important to make sure your resume is easy to read, visually appealing and demonstrates who you are, what you know, what you have accomplished, what you would like to do and what you can offer an employer. Remember you are including highlights not writing a biography!

When you are preparing your resume you should not mention your desired salary, work schedule, vacation schedule, or display the date you prepared the document. You should use short phrases consisting of nouns or action verbs instead of long sentences. Your resume should present facts, rather than opinions, and your strongest and most relevant qualifications.

1. Heading and Contact Information

- Use the title "Resume" and display contact information such as name, address, area code, and telephone number and email address

2. Career Objective/Skills Summary

- Describe your career goals and the type of work you are interested in and the skills you would like to use

3. Work Experience

- List your most recent position first and work backwards
- Include the month and year you started and left each position
- Include the name and location of the company you worked for
- Provide your job title and briefly state your job responsibilities and accomplishments
- Use action verbs in the past tense

4. Education

- Provide the name and location of schools and training programs you have attended beginning with the most recent and work backwards
- Indicate any degrees and certifications you received and information about your majors, minors and/or programs of study including dates of attendance
- Scholastic distinctions such as magna cum laude, dean's list, and scholarships as well as your GPA may be listed
- Include any job-related seminars or training courses you believe may be relevant

5. Organizations/Affiliations

- List community groups and professional groups you have been involved with, the dates you worked with them, and special achievements

6. References

- Can be included on the resume or you may state that references will be furnished upon request
- Should not be relatives and should provide permission before being listed
- Should contain the name, title, address and telephone number of each individual