

## Résumé

The submission of a résumé is to stimulate the interest of a potential employer enough to want to interview you. Résumés provide a brief overview of your skills and experience. It doesn't need to include every detail of every job you've had. Your résumé should clearly articulate how your skills and experiences align to the selection criteria defined by the job announcement.

Think about keywords that communicate multiple skills and qualifications. Use numbers to highlight your accomplishments. Numbers are powerful and bring attention and context to your accomplishments. Think about ways to incorporate numbers that show you've saved, earned, or managed money/time/customers efficiently.

### *How to Develop a Résumé in 4 steps*

1. *Analyze the Job Description*
  - Highlight the required and preferred skills, abilities, and qualifications in the description.
2. *Create a list of accomplishments*
  - Think about tasks that you enjoyed doing, did well, and of which you are proud.
  - Include education/training, volunteer experience, jobs, projects, school assignments, and group activities.
  - Describe in detail what you did, the equipment you used, the personal strengths and skills you employed, and the outcomes.
  - Quantify your results.
3. *Compare Experiences to Relevant Skills Areas*
  - Identify the skills you used that fit the position(s) for which you are applying.
4. *Write Descriptive Phrases*
  - Write short phrases to describe what you did that illustrates each skills – be concise and specific.
  - Arrange the phrases in order of relevance to the position you are applying for.

### **TIP: Top five skills**

- Communication
- Strong Work Ethic
- Teamwork
- Flexibility/Adaptability
- Problem-Solving

*Source: Job Outlook 2015, NACE*

### **TIP: Résumé Tips for Re-Entry Students and Career Changers**

Résumé content must be current and include relevant information only, don't go back more than 10 years. Consider using a Skills Résumé format to highlight your transferrable skills.

## Résumé Components

The structure of the résumé will vary depending on the format you choose, but most of these components will need to be part of your résumé.

<b>Mandatory Components</b>	<b>Basics</b>
Heading: Identifying Data	Full name, street address, email address, phone number, personal webpage (if you want it seen)
Education	Degree received or pursuing, concentration, name of school, (projected) graduation date, city & state of school.  Only list colleges that conferred a degree
Experience/work history	Include paid and volunteer positions, job title, employing organization, month & year of employment, & city and state  Emphasize tasks, skills, abilities and accomplishments. Present results, contributions, and achievements.
<b>Optional Components</b>	<b>Basics</b>
Job Objective	One-line description of the type of position you want.
Skills and Abilities	Computer skills, office skills, and/or lab techniques
Languages	Indicate if you are fluent in a foreign language
Community, club/ organization involvement	List student organizations, committees, community involvement, and volunteer activities you have participated in. List any offices held with skills and tasks involved.
Honors	Can include academic honors, honor societies, and scholarships
Research & Publications	Briefly describe relevant research projects. List published articles, papers or books.

## Résumé Do's and Don'ts

### Do

- Use a readable font (Calibri, Times New Roman, Arial. Use 10-12 pt)
- Emphasize results produced, significant achievements and recognition from others
- Quantify when possible and use specific examples
- Check the spelling of every word, have someone proofread your résumé
- Begin phrases with action verbs such as “developed,” “initiated,” etc. (see pages 16-17)
- Keep your résumé to one page unless you have extensive experience

### Don't

- Use résumé templates
- Use 1st person (“I, we, me, my, us, our,” etc.)
- Use flashy graphics or fonts
- Include high school accomplishments (if you're in your 3rd year or beyond)
- Start phrases with “My responsibilities (or duties) included”
- Use abbreviations that others may not understand such as ASAP, UROC, etc.