

Résumé Writing

What is a résumé?

- A résumé is “*a brief written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job*”. (Source: dictionary.com)
- Think of a résumé as an advertisement for you. It sums up your experience on one page and gives your future employer an overview of your qualifications for a job.

What type of résumé is right for me?

- Chronological
 - A chronological résumé lists your work history starting with the most recent first.
 - Below that, you list your other jobs in reverse chronological order.
- Functional
 - A functional résumé focuses on your skills and experience as opposed to your chronological work history.
 - Instead of a work history, you have sections such as professional experience, accomplishments, etc.
 - This résumé includes a brief résumé summary or headline at the top which details one’s skills or achievements.
 - It might not include all of one’s employment history, just a more concise list of work history at the bottom.
- Combination
 - A combination résumé includes elements from both a chronological and functional résumé.
 - At the top, you list your skills and qualifications. At the bottom you list a chronological work history.
 - This highlights what makes you the best fit for the job and gives the employer the information they desire.
- Targeted
 - This résumé is more customized to the specific position you want.
 - Your work history, abilities and education are reflections of the job requirements.

Tips for writing a résumé:

- Keep it professional.
- Use common font such as: Times New Roman, Arial, Tahoma or Calibri in standard 10-12 point font with 1 inch margins.
- Check for spelling, punctuation and grammar errors.
 - Don’t just rely on spell or grammar check, ask a fresh set of eyes to help proof it for you.
- Keep it brief.
 - One page is often preferred.
- Update it regularly.
 - Keep your information current as you may have obtained many new skills and education.
- Do not list meaningless details.
- You should always have a list of references readily available on a separate sheet. You should always check with your references and make sure you have their permission to list them as a reference on a résumé or job application. If they prefer to not be used, replace with another option.

Complete a Sample Résumé

Your Full Name

Contact Information (Address, City, State, Zip, Email, Phone)

Objective: List your job objective here.

Education:

[School Name],

[City], [State]

[You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

Experience: [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

[Dates From] - [To]

[Job Title] · [Job Position] · [Company Name]

[Key responsibilities, Accomplishments]

[Dates From] - [To]

[Job Title] · [Job Position] · [Company Name]

[Key responsibilities, Accomplishments]

Leadership: [Are you president of a club? Do you do volunteer work? List all organizations or activities that you participate with to show that you're a natural leader.]

Role in Organization · Dates Involved · City and State of Organization

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Skills: [List key skills that will help you with the job]

[Skill 1]

[Skill 2]

[Skill 3]

[Skill 4]

Using the previous template, please create a sample of your own personal résumé below.