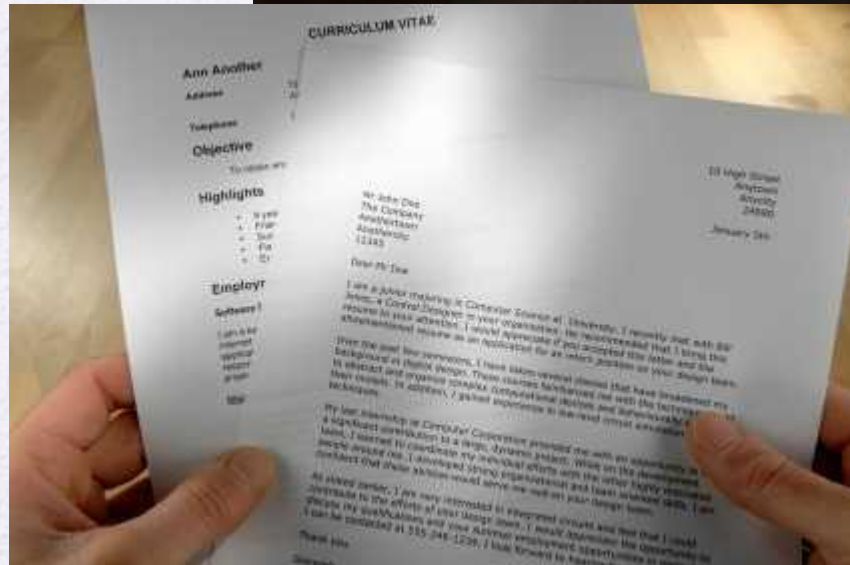


Writing Your Résumé (resumé, resume)



Purpose

- Provide a summary of your qualifications, background, education and skills.
- Entice a prospective employer to give you an interview.
- A tool to sell yourself to potential employers.

First Things

- Evaluate yourself.
- Collect information: facts and dates must be correct.
- Research the potential employers so that you can tailor the content.

Design

- Must capture the interest of the reader.
- Should be pleasing to the eye.
- Keep it simple.
 - Reader should not have to dig for information.
 - Some companies just scan them into the computer. Try to use keywords from the ad.
- Proofread carefully. No mistakes!!

Design, cont.

- One page (max) for your level.
- No art, graphics, logos, pictures, etc.
- No artsy or cute fonts.
- Use bullets, bolding, and indentation properly.
- Avoid abbreviations.

Design, cont.

- Be careful with “white space” and gaps.
- Print on bright white, high quality paper.
- Print on laser printer, not inkjet.
- Modify for electronic version if necessary.

Content

- Be HONEST!!!
- No personal information.
- Use a professional email address, NOT:
 - gamecockgurl1991@aol.com
 - luvmesomebdubs@gmail.com
 - beermaster577@yahoo.com

Content cont.

- Do not include High School information.
- Only list GPA if over 3.0.
- List accomplishments.
- Reverse chronological order is the usual.
- Be descriptive, but succinct.

CV versus Resume

- CV = *curriculum vitae* (“course of life”)
- CV is:
 - longer than one page
 - a detailed overview of your life’s accomplishments
 - most relevant to the realm of academia
 - prevalent in Europe (ex. no resumes in the UK)
 - specifically requested in a job or school application

Consider QR Codes



Quick
Response
Code

Why Having A QR Code On Your Resume Can Help You Stand Out

Danielle Schlanger | Jul. 9, 2012, 11:29 AM | 2,683 | 4

[in Share](#) 149 [Tweet](#) 56 [+1](#) 9 [Email](#) [More](#)

When it comes to creating their resumes, many candidates are now forgoing the traditional format for quirkier and more memorable alternatives.

They're called QR codes, and you may have noticed these tiny black-and-white squares in magazines and newspapers, where they link to advertisers' web sites. These "barcodes on steroids" aid the instantaneous sharing of information in the age of smartphones ("QR"

