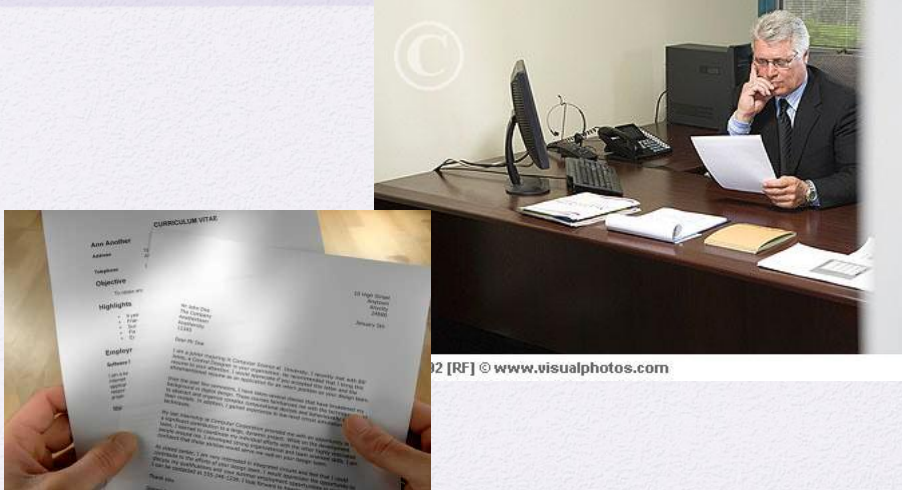


Writing Your Résumé (résumé, resume)



See Senior Seminar webpage for helpful links on writing a resume!

Purpose of a Résumé

- 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.

Employers report that they form an opinion about a candidate's qualifications within 3 – 30 seconds of looking at his or her resume.

First Things to Do

- Evaluate yourself.
- Collect information: facts and dates must be correct. (Someone will check)
- Research the potential employers so that you can ***tailor the content*** for that job or program.

Design

- Must capture the interest of the reader.
- Should be pleasing to the eye.
 - Keep tabs and spacing consistent
- 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. (*Not like this!* **Or this!**
Or even this!)
- Use bullets, bolding, and indentation properly.
- Avoid abbreviations.

Design, cont.

- Be careful with “white space” and gaps.
- Print on bright white, high quality paper.
 - Use 8 ½ x 11” (white or off-white) resume quality paper
- Print on laser printer, not inkjet.

Design, cont.

- Custom-design your resume for each position.
- A single resume won't get the job done. Each time you apply for a different job, or program, you should revise your resume to fit that job.
- Emphasize skills related to the job you are applying for.
- Arrange/organize your experience and skills to emphasize your qualifications for the job.

Design, cont.

- **1. Chronological Resumes**
(see "Susie Que" resume)
- Highlights your work experience in reverse chronological order
- Better for those who already have experience in their field of choice
- Downside – can make "gaps" in your resume more obvious!

Street address, City, ZIP Code, Phone, Email address, etc.

JONH SMITH

Objective Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam pharetra suscipit nulla, ut sollicitudin ligula placerat id. Curabitur facilisis faucibus nisi quis vulputate. Proin lacinia lectus vehicula elit dictum porta vitae sed purus. Pellentesque neque erat, sodales eu convallis sit amet, egestas nec magna.

Experience

October 2002 – March 2005	Big Company	Small City, AZ
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Project Manager

- Job responsibility, your achievements
- Job responsibility, your achievements
- Job responsibility, your achievements

March 2005 – August 2007	Even Bigger Company	NY, NY
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Senior Project Manager

- Job responsibility, your achievements
- Job responsibility, your achievements
- Job responsibility, your achievements

August 2007 – May 2009	Huge Company	NY, NY
------------------------	--------------	--------

Super Senior Project Manager

- Job responsibility, your achievements
- Job responsibility, your achievements
- Job responsibility, your achievements

Education

Master in Economics

- 1995 – 2001, Harvard Business School (Miami, FL)

PhD in Something

- 1995 – 2001, Harvard Business School (Miami, FL)

Interests List interest that may help you to get the job you want.

References References are available on request.

Sally M. Sampl
1001 Ram Road Fort Collins, CO 80525
(970) 555-1234 sallysample@colostate.edu

Summary of Qualifications

- Three years experience in retail management, with specialty in purchasing and floor display design.
- Utilized strong communication skills in a variety of professional settings.
- Enthusiastic dedication to excellent customer service.

Education

2000-2002	MA Speech Communications Colorado State University, Fort Collins, CO GPA 3.6/4.0
1995-1999	BA Anthropology, December 1999 Arkansas State University, Jonesboro, AR GPA 3.5/4.0 Dean's List

Professional Experience

2001-2002	Assistant Office Manager <i>Department of Speech Communications, Colorado State University, Fort Collins, CO</i> Managed departmental supplies budget, oversaw office purchasing and inventory, overhauled department-wide filing system, supervised part-time staff.
1999	Intern <i>Sharkey's Community Grocery Corporate Headquarters, Washington, DC</i> Assisted company publicist with writing press releases, designing weekly advertisements, and managing customer databases. Developed research methods for determining customer preference for shopping hours.
1997-1999	Assistant Night Manager <i>Sharkey's Community Grocery, Jonesboro, AR</i> Purchased, stocked and maintained dairy and ice-cream sections, oversaw point of purchase display construction, scheduled twenty part-time employees.

Skills

Computer Skills: Microsoft Word, Excel, Corel Draw, Paint shop Pro, QuickBooks, Oracle Small Business, basic HTML knowledge.

Special Skills: Thorough knowledge of MMORPG and single-player gaming systems, thorough knowledge of Internet applications.

Design, cont.

- **2. Functional Resumes**
(see “Annie May” resume)
- Highlights your personal skills and achievements
- Better for those just entering work in their field of choice

Erika Eagle	
1155 UNION CIRCLE, DENTON, TEXAS 76203-5017 (940) 555-1234 • ERIKA.EAGLE@UNT.EDU	
EDUCATION	
PhD in Educational Psychology University of North Texas, Denton, Texas	May 2017
<i>Dissertation title: "Psychological Aspects of Sports and Leisure: A Case Example of Division I Athletes and their Practice Times"</i>	
<i>Committee: John Mean Green, Edith Emerson, Nolan Phillips, Robert Rubenstein (Chair)</i>	
MA in Educational Psychology University of North Texas, Denton Texas	2013
BA in Psychology, <i>summa cum laude</i> University of Texas at Arlington, Arlington, Texas	2010
TEACHING & ADVISING	
Introduction to Psychology Instructor <i>Psychology Department, University of North Texas</i>	20xx-present
<ul style="list-style-type: none"> • Facilitator for seven sections of Psychology 101. • Planned and taught a therapy-intensive course based upon client situations. • Used instructional technology to enhance pedagogical technique. • Taught in part with an innovative, interdisciplinary team-teaching program design. 	
Play Therapy Instructor <i>Department of Psychology, University of North Texas</i>	20xx-present
<ul style="list-style-type: none"> • Instructor of record for two sections of play therapy instruction for both spring and summer sessions • Integrated multimedia and humanities approaches to teaching play therapy and utilized instructional technology. 	
Coordinating Group Leader <i>Counseling Program, University of North Texas</i>	20xx-20xx
<ul style="list-style-type: none"> • Planned and led required training session for teaching assistants and new teachers. • Helped to mentor new hires to the Psychology Department staff to ensure their engagement and professional development. • Provided job shadowing and training opportunities to assist new hires in adjusting to the pace and style of the University. 	
Teaching Assistant <i>Department of Psychology, University of North Texas</i>	20xx-20xx
<ul style="list-style-type: none"> • Taught a section on counseling method history and instructional design. • Planned lessons and assignments, led discussion sections, graded papers and exams. • Organized and led group discussions on social justice and familial issues. 	

Sample of a Functional Resume

Full Name
800 King Street West, 3rd Floor
Kitchener, ON
N2G 1E8

Telephone 519-725-0785

POSITION Customer Service Representative

HIGHLIGHTS OF QUALIFICATIONS

- Good communications, telephone manners and customer service skills
- Skilled in planning, coordinating and solving problems
- A supportive team worker, quick to learn, easily adapts to new environments
- Accurate keyboarding and data entry skills
- Proficient in Windows XP, MS Office, Power Point, Excel, Access

SKILLS AND EXPERIENCE

Customer Service Skills

- Developed excellent communication skills through written, spoken and telephone interaction with staff, students, parents and public
- Professionally dealt with distributors and customers
- Problem-solved, followed through with customer enquiries via fax, phone, email

Administrative Assistant

- Determined and established office procedures
- Accurately scheduled staff appointments and arranged travel plan
- Composed sales and collection letters

Teacher

- Creatively developed lesson plans to best suit student's level
- Excellent ability to multi-task in a busy classroom environment
- Provided after class support to students
- Effectively evaluated and monitored students' needs

EMPLOYMENT HISTORY

2005-Present	Cashier	Food Basics, Cambridge, ON
1995-2005	Teacher	Visitor School, Zimbabwe, Africa
1990-1995	Office Support	XYZ Company, Zimbabwe, Africa

EDUCATION

Institute of Teacher Training, Zimbabwe, Africa
Bachelor of Arts University of Harare, Zimbabwe, Africa

References available on request

Format

- **Your name** (largest font on page), **contact info** (Phone, email, mailing address)
- **Objective**
- **Your education** (from most recent, to latest)
- degree (major/minor), institution, anticipated graduation date.
- **Awards** (Dean's list, scholarships, and other)
- **Relevant work experience**
- **Relevant research experience** (especially for grad school)
- **Skill sets**
- **Extracurricular activities** (community service, club memberships, sports, etc...)

Content

- Be HONEST!!!
- No personal information (picture, age, sex, race, religion, height, weight, etc.)
- 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.

Content cont.

- Provide an overview of experiences in which you learned skills that are relevant to the job/program you are applying for.
- Describe your work responsibilities with emphasis on specific skills and achievements.
- Use strong action verbs in the correct tense.

Examples of good verbs to use are:

- Assist
- Evaluate
- Promote
- Process
- Serve
- Train
- Collaborate
- Manage
- Develop
- Research
- Handle
- Conduct
- Operate
- Initiate
- Draft

Content cont.

- If you do not have a lot of direct experience in the field you are interested in, and many students don't, it is best to create a functional resume.
- Each skill should be supported with a bulleted list of examples that show an employer how you developed these skills

Examples of good skills to use are:

- Communication
- Interpersonal
- Analytical
- Organizational
- Teamwork
- Motivational
- Leadership
- Computer
- Detail-oriented

Other info.

You can include:

- relevant volunteer work
- productive extracurricular activities
- leadership positions in clubs or other organizations
- participation in athletics.

Other info.

Relevant Experience and Skills

- Leadership
- Identified Habitat for Humanity project sites and prioritized work assignments for groups of more than 100 people.
- Coordinated fund-raising events, transportation, lodging, and registration for service projects.
- Current President of Psi Chi National Honor Society in Psychology Francis Marion University Chapter.
- Mentored underprivileged children and organized and coordinated events for groups of more than 20 children.

References

- Some Resumes no longer require references
- Job advertisements might specify if they are required
- If unsure use “References available upon request” on your resume, bring a list of references when you secure the interview.

Be prepared to write and revise multiple times.

- A good resume cannot be written in a few minutes; it requires drafting and editing.
- Have your resume critiqued by a career counselor or other mentor until there are no more revisions to be made.

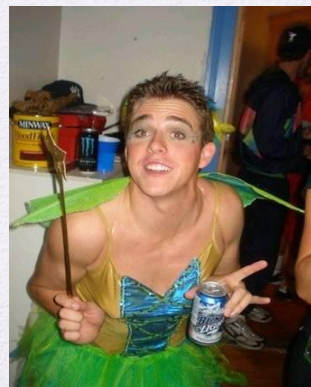
CV versus Resume

- 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

Final Tips

Watch your social media!

- **Facebook, Twitter, Insta, Tumblr, or other social outlets.**
 - Potential employers will likely search your name and discover things NOT on your resume!
 - Keep your profiles private! Or make basic info available to the public that is professional.
 - You don’t want prospective job prospects to disappear because of inappropriate posts, photos, or videos of you!



Consider QR Codes

SCAN ME



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

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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"



apple.com