

A resume is a personal marketing tool designed to attract the attention of a prospective employer. Create your resume with the purpose of securing an interview. Employers typically spend between 15-30 seconds reviewing your resume the first time so create a document that will highlight your skills, abilities, accomplishments, and qualifications in a clear and concise manner.

As you develop your resume keep the 2 R's of resume writing in mind:

Relevant- Include information from your experience (include work experience, volunteer/community service, organizations/activities) and education that are relevant to the position. Obtain a copy of the position posting or job description and tailor your resume to the skills/qualifications they are seeking.

Recent- Employers are most concerned with your recent accomplishments; high school information is not needed on a professional resume.

Length- Most college students or recent college graduates will have a one page resume. A two page resume is appropriate for certain career fields, graduate school applications, or if your experiences warrant a second page.

Types of Resumes:

Chronological: The chronological resume is the most traditional resume format and lists your experiences beginning with the most current. This format focuses on job titles and responsibilities and tends to be the best format for the traditional college graduate.

Functional: The functional resume is organized by skill sets (for example: customer service, accounting, management, organization) and focuses on expertise in these areas. A functional resume can be helpful for an individual who is changing careers or has a non-traditional career path. Employers are less familiar with these types of resumes so be sure to clearly portray your skills and experiences.

What is essential?

Contact Information- List your name (in a larger font size), complete mailing address, phone number (with area code), and email address. Your email address and voicemail greeting should be professional and create a positive first impression with an employer.

Education- Include your degree title, month/year of graduation (or expected graduation), university name, and city/state for all universities where you obtained or will obtain a degree. List any majors, minors, areas of concentration or emphasis. High school information does not need to be included on a professional resume.

Experience- For each experience include:

- Position title (use a descriptive title such as *Customer Service Specialist* rather than *Specialist III*)
- Organization (employer) name
- Location (city/state) of employer
- Beginning/ending dates (month/year)
- Statements describing the responsibilities of the position and your accomplishments in this role. Begin each statement with an action verb and do not include personal pronouns (I, me, my) in these statements.

Before you begin:

Know yourself:

Understand your strengths, skills, and accomplishments. Identify what sets you apart from other candidates.

Know your audience:

Target your resume to each specific position or employer- a generic resume will not stand out!

What is optional?

Objective- An objective can be used to clarify which position you are applying for or demonstrate your career interests to a potential employer. If used, an objective should be a brief statement which clearly states what you are seeking.

Helpful Objective: To obtain a full-time position in accounting.

Unhelpful Objective: To obtain a challenging position in a growing organization which utilizes my education and skills.

Related Coursework- Listing the titles of upper-level courses that relate to your career field can be particularly helpful if you do not have any internship or previous experience in that area. This should not be a list of all your major courses, just list those that are specifically related to the position.

Activities/Honors/Volunteer Experience/Leadership Experience/Computer Skills- Create sections of your resume that highlight your specific experiences and accomplishments. These are just examples; your resume is a unique document and should be designed to emphasize your strengths in relation to the position.

GPA- Your college GPA is not required on a professional resume; however, many employers use this information to screen candidates (and may also request a transcript). Include your GPA if it is a 3.0 or higher. If your major GPA is higher than 3.0 and your cumulative GPA is not, you can include your major GPA instead of your cumulative.

Resume Tips

Customize your resume for each application to reflect the skills and abilities mentioned in the job description.

Avoid abbreviations, especially with your degree titles (write out Bachelor of Arts, etc.).

Print your resume on quality bond paper (packaged and sold as resume paper) in a white or neutral color.

Spend time on your accomplishment statements! Focus on your outcomes rather than responsibilities and use a variety of action words to describe your experiences. Quantify (use numbers) your accomplishments whenever possible.

Keep the format of your resume simple and easy to read. Use a font size of 11 or 12 points and avoid using graphics or symbols that will detract from the content of your resume.

Have a Career Services staff member review your resume; call 670-1450 to set up an appointment today!

Common Resume Mistakes

Using complete sentences or paragraphs- brief statements beginning with power words are the most appropriate way to describe your accomplishments on a resume.

Including irrelevant and/or personal information- each piece of information on the resume should speak to your experiences and qualifications as they relate to the position. Do NOT include personal information (age, marital status, ethnicity, gender, etc.) or hobbies (unless they relate directly to the position).

You only get one chance to make a positive first impression on a potential employer!
Visit Career Services in Morgan 123 or call 670-1450 to make an appointment.
www.washburn.edu/services/career