Overview

What is a Resume? A resume is typically **a one-page* marketing tool** designed to get you an interview. Your goal is to use the space on the page to, at a glance, communicate your value and provide evidence of your capabilities. Your resume will summarize your education, experience and accomplishments to present the skills that are relevant to your career objectives. It is up to you to make a connection between your skills and background to the requirements of the job.

A resume allows you to showcase your skills and experience to employers. Your resume should market yourself to a potential employer for a specific job. A recruiter wants to know what you know and what you have done. The key to a good resume is giving the recruiter this information simply and effectively. Your resume should be tailored to the job and company you apply to.

Resumes are:
- Focused on achievements and accomplishments rather than job responsibilities
- Tailored towards job target • Shared with networking contacts
- Used by recruiters and hiring managers to initially evaluate your qualifications for a particular position

Note! Your resume is not a chronology of everything you have done. It is an advertisement of your skills and abilities to do a particular job. Make a decision to edit down or eliminate altogether anything that does not match your target.

Parts of a Resume:

Heading
> Include name, address, phone number, e-mail

Education
- Name of high school,
- Provide expected date of graduation
- Relevant Courses, Activities, Honors
- Only list overall GPA if above a 3.0. List Major GPA if higher than overall GPA.

Experience (Work for Compensation or Volunteer)
List any internship, or experience that is relevant. Include any experiences, paid or unpaid such as: part-time work, full-time work, summer jobs, internships, volunteer experience.
- List the organization name, location and dates of employment followed by your position title on the line below.
- Include major tasks from each individual experience as bullet points under each experience. Bullet points should be a summarization of work rather than everything you did.
- **Use reverse chronological format**-- (The most current position first.)
- Begin each phrase with an action verb (see list on page 3) and avoid phrases like "responsibilities include."
- Quantify your accomplishments when possible, e.g., "surpassed sales quota by 15%,".

Summarize what you did in each experience and be sure to make each bullet point results-oriented. Show how your skills and experience are just what the employer needs.

Academic Projects

List relevant school projects accomplished during classes or organizations.

- List the class/organization followed by the school (if applicable).
- Below the title, add the title of your role in the project.
- Summarize project tasks and important results during the project.

Skills

The skills section may include multiple categories such as software, instrumentation, language, laboratory, music, athletics, communication or computer skills. For positions that require specific technical skills, you may consider putting this section after education.

- Use concepts/skills you learned in individual classes.
- Break down into category of useful skills.
- Only include skills you have knowledge of.
- Do not list classes taken, but rather, the concepts from each course.

Leadership

List leadership positions you have had (i.e. sports clubs, academic clubs, positions).

- List the organization followed by your position title.
- Describe responsibilities of each position as bullet points.

Activities and Interests

Include your current participation in clubs, other extracurricular activities or volunteer work. List student organizations, professional associations, and community groups, and indicate any offices you've held. If these are school related, you may choose to put them in the Education section.

An Interests section at the end of your resume is optional. If you use one, list interests that demonstrate your uniqueness such as music, sports and the arts, or ones that relate to the job; there is no reason to repeat interests that are already obvious throughout your resume.

Resume Formatting:

General Rules

There are a few general rules to keep in mind:

- Keep bullet points concise and to a single line
- The order of your resume sections after listing education is important. Sections of the resume should be reordered based on most important (and strongest) area.
- List dates for all necessary items on your resume.
- List locations for all items on your resume.
- Be sure to include company or organization names for all items.

Bullet vs. Narrative Formats

Bullet formats are easier to read than narrative formats that are wordier and often less concise. To write effective bullets, start by asking the following questions: Did you ever improve or increase anything? Save time or money? Create something that did not exist (product, program, process)? Identify a gap and created something that did not exist? Demonstrate exceptional leadership, communication or relationship building skills?

Examples of bulleted verb phrases: Recruit and screen students and coordinate ongoing evaluation of participants' progress. Provide guidance, support, and leadership to other students.

Additional Tips

Do not use the pronoun "I" and minimize the use of pronouns (he, she, mine, my) when preparing your resume. Use the first person form for verbs, i.e., organize rather than organizes. Review your resume for unnecessary phrases such as "responsible for" or "duties include." Spelling errors, typos and poor grammar damage your credibility. Use spell check, but remember it won't catch every mistake. "Manger" is correctly spelled, but it means something very different from "Manager." Proofread, Proofread, and Proofread Again. Make sure to have a friend, family member or a teacher read through your resume to catch errors you may have missed

Your resume is YOUR opportunity to capture the reader's attention!

Action Verbs:

ADMINISTRATION administered | appointed | arranged | completed | conducted | consolidated | contracted |controlled contributed | delegated | determined | directed | dispatched | dispensed | distributed | eliminated executed | founded |governed | headed | implemented| initiated | instituted| issued | launched | led managed | motivated |obtained |offered |ordered |organized |overhauled |oversaw |prescribed presided |provided |recruited |rectified |referred |regulated | represented |revamped |reviewed routed |supervised| supplied |terminated

ANALYSIS amplified |analyzed |calculated| compiled |computed |detected |diagnosed |differentiated |evaluated examined | forecasted |formulated| identified |investigated | programmed |researched |solved studied | systemized| tested

COMMUNICATIONS acted as liaison | advised | advocated | arbitrated | authored| commented | consulted | corresponded | counseled | demonstrated | displayed | edited | guided | informed | instructed interpreted | interviewed| lectured | marketed | mediated | moderated | negotiated | notified presented | promoted | publicized | published | referred | sold | trained | translated | wrote | recommended

FINANCIAL / MANAGEMENT audited |allocated |balanced | catalogued | charted |classified |collected | condensed |documented expedited |guaranteed |invested |inventoried| listed | logged |maximized| minimized |monitored processed | procured |purchased |recorded |scheduled | tallied |traced | updated

GENERAL accomplished |achieved |expanded |contributed |delivered |originated | increased |initiated |serviced

PLANNING & DEVELOPMENT broadened | created | designed| developed| devised| discovered |drafted |estimated |improved initiated |invented |modified |planned |prepared |produced |proposed

TECHNICAL OR MANUAL SKILLS assembled| built |constructed |delivered | installed |maintained |modernized | navigated |operated repaired |replaced |restored |rewired| trimmed