

Write a Resume



How many seconds, on average, does a hiring manager look at your resume?

BRAND U



20 SECONDS
MAKE THEM COUNT!

GETTING STARTED

1. Make a list of all employment experience, internship, volunteer work, school and/or organization leadership roles. Also list all college/university education obtained including name of school, major or field of study, degrees earned and corresponding dates.
2. Analyze experiences for relevant skill areas. Reflect on past and current experiences to identify key skills.
3. Analyze the job description for skills and abilities sought. Read the job description closely and highlight required skills, attributes and qualifications.
4. Review your list of skills and past and current experience and highlight those that match the job description.
5. Write accomplishment statements or short phrases that describe what you have done that illustrates each skill required. Be concise and specific. Arrange in order of relevance to position sought.
6. Use the Cox standard format to organize your information into a resume.

FORMAT

Remember that for most students and recent grads, education is the key selling point. List it before the experience section.

AESTHETICS

The document must look appealing to draw in the reader further. Ask, "Is it visually appealing?" and "Does it look professional?"

CONTENT

Know your audience and then direct the message appropriately. Target your content to the job sought. Relate your experience to the key job skills (shows you know the job), attributes the employer seeks (shows you know the employer), and your skills (shows you know yourself).

CHECK YOUR RESUME

- Used a consistent format throughout document
- Limited document to 1 page
- Included all pertinent and current contact information
- Used official name of university (no abbreviations)
- Used reverse chronology
- Used bulleted descriptions to describe roles and accomplishments
- Used action words (verbs) to begin bulleted descriptions
- Listed name in large, bold type
- Used a professional font large enough to read easily (10-12 pts)
- Maintain balance between text and white space
- No typos, grammar or punctuation errors
- Did not list references or use phrase "references available upon request"
- Avoided use of personal pronouns (I, my, me, etc.)
- Avoided use of "responsible for", "duties included" or other similar language

Write a Resume



RESUME COMPONENTS

- Contact Info
 - Include name, address, e-mail address, telephone
- Objective (*optional)
 - Specific description of type of position and/or location desired
- Education
 - Name of school, major, GPA, degree earned and graduation date
 - May include scholarships and other honors
- Experience
 - Paid employment, internship and/or volunteer work
 - Include responsibilities, skills, and/or abilities and accomplishments
 - Include employing organization name, job title or role, and dates of employment
- Additional Categories
 - May include leadership and activities, honors and awards, languages, and/or personal interests

DESCRIBE YOUR ACCOMPLISHMENTS

Okay

- Answered phones
- Filed papers

Better

- Answered customer questions or forwarded calls to 15 co-workers while remaining up to date on all filing and other correspondence

The 5 C's of Resume Writing

1. Clean
2. Clear
3. Consistent
4. Concise
5. Conservative

