

Preparing Your Resume

Did you know the average amount of time an employer spends reviewing a resume is 30 seconds? This means that you have to put in the work to **make it stand out**.

How do you accomplish this? For starters, **clarity** and **brevity** are important qualities for your resume, but the information you provide must also be **RELEVANT**. Tailoring your resume to the job's required skills and experiences is a **MUST**. A well-written resume should include highlights such as relevant coursework, relevant skills and experience.

SUGGESTED CONTENT

Contact Information:

Name (do not use nicknames), Permanent Address (or School/Local Address), Phone Number, your customized LinkedIn URL and Email Address. Be sure that your voicemail message is a neutral greeting, and that you use a professional email address.

Objective:

A brief statement of the type of position for which you wish to be considered. May be stated (1) by job title, (2) by level or type, (3) in terms of the skills you wish to use or develop, or (4) as a combination of all three.

- Job title: To obtain a position as a market researcher.
- Level or type of responsibility: To work in a social service agency, with responsibility for program planning and implementation.
- Skills: A position in the conservation field using skills in lobbying, fund raising and grant writing.
- Combination: (1) Sales representative with (2) responsibility for identifying and building a client base (3) employing organizational and interpersonal skills.

Don't forget to tailor your objective for each employer that you contact.

Education:

- Begin with most recent degree (omit high school).
- Include degree received or anticipated (Bachelor of Arts, Master of Science, etc.) major (concentration), minor and certificate program
- Date degree was granted or is expected
- University name and location
- GPA if it is 3.0 or higher
- Academic honors, scholarships and awards (Dean's List)
- You may also include a subsection that lists relevant coursework related to the position
- Study abroad experience

Experience:

- List job/position title
- Organization/company name
- Location (city, state)
- Dates (month/year)
- ALWAYS start with action verbs, such as "collaborated, wrote, designed and implemented," to describe job tasks, activities performed and accomplishments.
- Emphasize what you have learned, such as ability to work independently or on a team.
- Provide specific examples and quantify accomplishments using statistics and numbers to strengthen your resume.
- Include paid experiences, such as full- and part-time work, internships, summer jobs and assistantships.
- Don't forget unpaid experiences, including volunteer positions, internships, extended research projects, extra-curricular activities, coursework, or class projects that often lead to the acquisition of valuable knowledge and skills.
- Always use present tense verbs to describe the job you are in now and past tense to describe previous jobs.

Dates should go on the right-hand margin

Activities:

List activities in or out of school, if not already covered in the experience section. Include activities **RELEVANT** to the position, or where you have developed significant transferable skills, such as leadership and public speaking.

Skills:

- Computer (hardware and software)
- Foreign language proficiency (literate, fluent)

Non-Academic Honors and Awards:

List any awards and honors you may have received.

Professional Affiliations:

List memberships in professional organizations, offices and dates held.

Other Pertinent Information:

Citizenship, special licenses, certificates, clearances.

References:

Do not list references directly on your resume or use the phrase "References available upon request."