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## Creating a Resume

A resume is a written summary that highlights your education, experience, skills, and other relevant information. The primary purpose of the resume is to get you an interview. Employers often scan resumes very quickly. Therefore, it is imperative that your resume looks professional and dynamic.

### Resume Styles

#### **Chronological Style Resume:**

The chronological style resume is the most common resume. With this format, your work experience is listed in reverse chronological order. Job duties and accomplishments are included with each position. This resume style works well for job seekers who have continued employment and relevant work experience.

#### **Functional Style Resume:**

The functional resume focuses on skills and is used for job seekers who have great transferable skills. This resume style is ideal for job seekers who are changing careers or who may not have direct employment experience for their targeted position. With this type of resume, transferable experience is listed and highlighted.

#### **Combination Style Resume:**

The combination style resume includes a summary section to highlight skills and accomplishments. It also includes work experience in reverse chronological order.

### Sections of a Resume

#### **Heading:**

The required heading at the top of the page should include your name, complete address, telephone and e-mail address. (Use your university or a professional-appearing e-mail address.) A permanent and a temporary address can both be included, with the date that the temporary address ends.

#### **Objective:**

This section is optional but assists the employer in understanding the position for which you are applying. It should be a short phrase and can include a job title, industry, and/or some competencies or skills you would like to use in your position. The objective should be listed directly under the heading. Example: A sales position utilizing communication and organization skills. (If you include a cover letter with your resume, an objective may not be necessary.)

#### **Summary of Qualifications or Profile:**

This section is included directly below the objective if you choose to use a functional or combination style resume. A summary section is a great way to highlight your key skills, accomplishments, talents, or special knowledge related to the target job. Example: Excellent oral and written communication skills.

**Education:**

The education section should include your degree, major, date of graduation, university, and city and state of university location. Overall grade point average can be included if it is 3.0 or higher. Minors or areas of concentration can also be included. If you attended more than one university, only the universities for which you obtained a degree need to be included. Multiple degrees should be listed in reverse chronological order. Study abroad may be included here.

**Experience or Work History:**

The experience section will be set up depending on your resume style. (See examples.) Work history should include job title, employer, city and state of employer location, and dates of employment. Job duties and accomplishments should be listed in phrases using action verbs in the resume format of your choice.

**Additional Headings:**

Additional headings should be included if you want to convey more information to the employer. These headings are dependant upon your degree and career objective. Some typical examples are:

- Computer Skills (hardware, programming languages, operating systems) section.
- Relevant Coursework section for traditional students who have no direct experience.
- Teaching/Student Teaching Experience for education majors.
- Internship/Practicum/Co-op experience related to your career.
- Honors and/or Activities sections for students who have been involved in related school activities.
- Laboratory/Research Skills section for science and social science majors.
- Volunteer Experience or Community Involvement section for candidates who have a lot of relevant volunteer work experience.
- Leadership if you are seeking management or supervisory positions.

(These are only examples. Please see a career counselor or peer advisor if you need advice or help with your resume.)

**Final Resume Checklist**

- Type the resume in Arial or Times New Roman in 11- or 12-point font size for text, with your name 1-2 sizes larger.
- Limit your resume to one page for traditional students or those beginning corporate employment. For nonprofit positions or for students or alumni with a lot of relevant experience, a two-page resume may be appropriate.
- Print your resume using a laser printer on quality cotton bond paper in a neutral color if you will be sending it by mail or carrying it with you to an interview or career fair.
- Make sure your resume is honest and accurate—never lie!
- Use indentations, capital letters, bolding, and bullets to effectively enhance important information.
- Tailor resumes to specific positions or employers.
- Never include references or the statement “References Available Upon Request”.
- Do not include personal information such as age, hobbies, interests, marital status or dependents.
- Generally include a cover letter with your resume.
- Proofread! Let several people including Career Services staff critique your resume