# CAREER CENTER

Resume Tips

RESUME DETAILS

Resumes generally should be only one page in length. Resumes should not be detailed. It is not necessary to list every job. Resumes need not include a complete job history. Do not tell everything, only what is relevant to the job being sought.

The resume header should indicate your name in large, bold type. Use the name by which you are commonly addressed. Include only one mailing address. Include telephone number with area code (home and/or cellphone). You may also include your e-mail address (Be sure your address doesn't contain immature or unprofessional language).

Do not devote undue space to company's address (city and state only). Do not devote undue space to dates of employment (years only). Keep company name and job title simple. Do not include supervisor's name. Do not include company's telephone number or zip code. Do not include references on your resume.

RESUME RULES

Every entry on your resume should include a description of the duties, responsibilities, activities and skills associated with the experience. There is no need to differentiate between paid and non-paid experiences. All descriptions should be stated in terms of their transferability and relevance to the job being sought. Avoid technical or job-specific jargon unless it is related to the job you are seeking. Otherwise, use generic or general terms.

Arrange information on resume so that the most current (reverse chronological order), most important, most impressive or most relevant information is presented first.

Information should be presented in list format, not paragraph format. Do not use narrative language. Avoid using full sentences or excessive wordiness. Don't use any personal pronouns (I, me, my, his, her, their). Short phrases, beginning with action verbs, stated in single lines, work best. Language patterns, information groupings, verb usage and tense should be consistent.
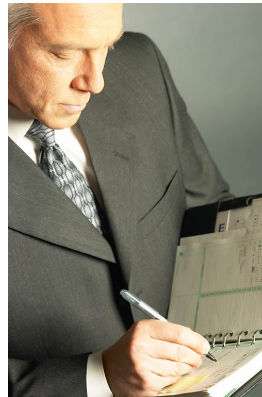
RESUME ADVICE

Format, layout and organization should be consistent, easy-to-read and appropriate to the specific occupational field. Make your resume visually appealing. Presentation should be clean and clear. Balance blocks of text with white space. Margins should be wide and even. Avoid using font or type style that is too fancy or exotic. Utilize emphasizing techniques for impact and easy reading: bold letters, capital letters, italics, bullets, dashes, indenting and font size variations. Do not use underlining. Use indenting sparingly and consistently.

Do not include personal data that is irrelevant or meaningless: age, gender, weight, height, health, marital status, social security number and hobbies. Be careful with references to race, ethnicity, nationality, politics, religion and lifestyle. Do not include a photograph unless requested. Do not include grade point average unless it is very good. Do not include any details that are negative or that might otherwise minimize your experience (Avoid words like *parttime, temporary, seasonal, pending, expected*). Emphasize your job description instead of the company's logistical information.

RESUME FOCUS

You can typically arrange and organize the information on your resume into three categories: Profile (General qualifications, knowledge, experience, skills, and personality traits), Education (Schools you attended and related degrees, courses, awards, honors, memberships, and extracurricular activities), Experience (Jobs and employment, including fulltime or part time, paid or unpaid, temporary or long term, along with descriptions of responsibilities and accomplishments).

The tone of your resume should be about what you have to offer, not about what you are trying to obtain.

Your resume should not be about the companies you have worked for or the schools you have attended. Instead, your resume should be about you. It should be about what you did for these companies and what you accomplished at these schools. You are the star and central focus of your resume.

Your job descriptions should include accomplishments as well as responsibilities. Indicate achievements, awards, and results. Use numbers and statistics whenever possible. Emphasize your skills whenever possible. Describe what skills you used to perform certain tasks. Describe the manner in which you performed your tasks.

FINAL DETAILS

Proofread for typographical errors, misspelled words and poor grammar. Be sure your language reflects a candidate that is mature and professional.

Resumes should be printed on high-quality paper stock. The envelope (business size) should match. The cover letter paper should also match. Tri-fold both documents together, with cover letter on top.

A cover letter should always accompany the resume (but do not staple it to the resume). It should be personal, and directed to a specific company with a specific job in mind. Form letters are considered too impersonal. The cover letter is a good place to state your professional objective (instead of on the resume). Don't forget to put your signature on the cover letter.

BSC

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