



BASIC RESUME INFORMATION

Your resume is an opportunity for you to summarize your qualifications including work history and education and let the employer know exactly what you are applying for. A neat, clearly written and well-thought out resume is what will get you the interview. (See Resume Worksheet)

- **Getting a job interview** is the main purpose of a resume.
- Use a Microsoft Word document. Do not use a resume template or wizard, as it is difficult to edit this type of document.
- Make resume concise and relevant.
- Use phrases starting with “**Action Verbs.**” (See Action Verbs for Resumes.)
- Never use “I” or “My” on a resume
- Always have a resume objective or summary statement that fits the job for which you are applying.
- Check for spelling, grammar, and typo errors.
- Try to keep your resume to one-page. If it is too crowded, you can do a two-page resume but do not go beyond that.
- Print it on the same type of quality off-white paper as your cover letter.
- Use an easy to read font such as Times New Roman and font size 10 or 12 for the main sections.
- Include an email address - not a handle that may seem inappropriate.
- Do not repeat details that are already in the cover letter. (See Cover Letter Overview)
- Do not include personal information such as height, weight, marital status.
- Do not use abbreviations or acronyms.
- Rewrite and update your resume as needed.

Format/Layout:

Do research on resumes. Talk to placement office staff, look at books and other material, and check on-line websites, to get additional ideas on appropriate resumes. (See List of Websites) Then decide what format is best for you and fits your education and work experience. Keep it easy to read and simple. Employers generally do not want watermarks or fancy print. They want a professional looking document. (See Sample Resumes.) These are meant to give you guidance and not for copying word for word.

The Main Format Styles for Resumes include:

Chronological Resume:

This is the most commonly used resume format. It works well for students and for new graduates. It is a fact sheet arranged according to dates from the most recent and working backwards and gives a detailed account of your education and experience.

Functional Resume:

This type of resume lists your work competencies in a cluster-type format and is most often used by individuals who have extensive work experience or gaps in experience. This resume concentrates on your skills and abilities and not necessarily specific jobs and dates.

Combination Chronological/Functional:

This style combines the main elements of both, presenting your skills and qualifications in an effective manner as well as including employers, dates, etc.

Headings:

Choose appropriate headers for your resume. You may change headers depending on the job you are applying for and what you decide to emphasize for a particular position. Headings to consider:

- | | |
|---------------------------|-----------------------------------|
| ➔ Job Objective | ➔ Awards and Achievements |
| ➔ Summary of Skills | ➔ Volunteer Experience |
| ➔ Education | ➔ Special Skills and Achievements |
| ➔ Skills Summary | ➔ Certifications and Licenses |
| ➔ Work Experience | ➔ Clinical Experience |
| ➔ Related Work Experience | ➔ Externship Experience |
| ➔ Other Work Experience | ➔ Internship Experience |
| ➔ References | ➔ Relevant Courses |
| ➔ Honors and Awards | ➔ Computer Skills |
| ➔ Accomplishments | ➔ Activities and Interests |

Information to Include on Your Resume (Also See Resume Worksheet)

Identify Yourself:

At the top of the resume include name, address, zip code, area code/phone number, and email address. In addition, if you are living in temporary housing while attending school, include both temporary and permanent address and phone number. **Bold** your name and make it a larger font so it stands out.

Objective:

This is a brief statement explaining your goal or the exact job you are applying for and should be edited for each job. If you know the specific job, you may include that in the Objective section.

Education:

Include school, location, date attended, degree(s) attained or projected graduation date. Include grade point if you think it will assist you. List applicable coursework taken that would be beneficial in this position.

Work Experience:

In reverse order, list your employers, location, job title, dates of employment, and description of responsibilities. You may wish to consider including two work experience sections with one detailing Related Work Experience and one detailing Other Work Experience. Use Action verbs. (See Action Verbs for Resumes.)

Special Skills or Achievements:

Awards received, Dean's list, type 60 words per minute, ability to speak other languages, etc.

Activities:

List pertinent organizations, clubs, student council, professional groups, volunteering, etc.

References:

On the bottom, you may put “References available upon request” or you can leave it off. Either way, you should have your reference sheet typed up and be ready to give it to the employer when asked. Make sure you have asked for **permission** from the individual before using them as a reference. Include their name, title, business, address and phone number. (See Reference Sheet Example) References are a vital part of job search. Do not overlook the importance of having reliable references. Employers are more likely than ever to check references before making an offer to hire.

Proofread and Edit