How to Write
The Perfect Resume

January 21, 2013

Johnson University Career Services

What is a Resume?

- A personal and professional summary of your background and qualifications

- It usually includes information about your education, career objectives, work experience, activities, awards or honors, and any other special skills you might have

- Essentially, it is your passport to getting an interview

Resume Essentials

- Try limiting resume to one page
  This is most important for people with less than ten years experience

- Use no less than **12** for letter size

- Use a readable and clear font
  Avoid flashy fonts

- Print resume on a laser jet printer

- Have Johnson's Career Services review your resume

- **Use Spell Check and triple check for typos**

Or you might end up saying:
"Received a plague for salesperson of the year form Chevy"

Top 10 Resume Pet Peeves

From Monster.com

1. Spelling Errors, Typos and Poor Grammar
2. Too Duty-Oriented
3. Inaccurate Dates or None at all
4. Inaccurate or Missing Contact Information
5. Formatting
6. Functional Resumes
7. Long Resumes
8. Long Paragraphs
9. Unqualified Candidates
10. Personal Information Unrelated to the Job

Pre-Resume Business

- Research job information

- Desired qualifications, experience, skills

- If the company, organization or church you're interested in has a website be sure to check it our for their philosophy, values and any other pertinent information

Time to Begin Resume

"Contact Information"

- Put your name, address, email address, and phone number(s) at the very top of your resume
- Bold your name

Jonathon Ray Leeves
2120 Howe Avenue
Sacramento, CA 95828
ineedajobnow@saclink.edu
Home: 916-386-2525
Cell: 916-947-0404

What is your Objective? Statement…that is

- An objective statement is the first line on your resume after personal information
- A sentence fragment with descriptive phrases and minimal punctuation
- Include skills, qualifications and strengths which are related to the job you are applying for. Use a confident tone, but don't be pompous or presumptuous
- This is your chance to make a strong first impression!

Objective Statements

Avoid Being Too General:

A position utilizing all of my skills, experience and knowledge

Avoid Being Stupid:

My goal is to be a meteorologist. But since I possess no training in meteorology, I suppose I should try stock brokerage

Be clear and concise:

A position as a copy editor for the Sacramento Bee allowing me to develop my journalism skills

To utilize my restaurant service training as a general manager of Red Lobster

Education

- For recent college graduates and students applying for internships, this is an important section
- Only include high school if you have not received a higher degree or taken any college courses
- Until your work experience is more impressive than your education, this category should be the second section in your resume

Education

- GPA

-Not necessary but can be helpful
-Only use if equal to or higher than 3.0
-You can highlight your major GPA

- Include any academic honors

- Recent graduates or students still in school should include extracurricular activities, projects, or academic achievements

Education Examples

MA in Communications, May 2004.
California State University Sacramento, Sacramento, CA.
Deans List, GPA: 3.9/4.0

BS in Business, Concentration: Marketing
Expected Graduation: May 2005.
California State University Sacramento, Sacramento, CA.
Major GPA: 3.7/4.0 GPA: 3.2/4.0

- Recent graduates may make the Education section the centerpiece of the resume by including ongoing projects, concentrations and relevant courses

Relevant Courses

- This should follow your educational information
- List the courses you have taken in college that relate to the job you are applying for
- Since class names differ from school to school, refer to the course by name rather than by number

Example:

BA in Film Studies, May 2004.
California State University Sacramento, Sacramento, CA.

Relevant Courses: Classic American Films, The Philosophy of Literature and Film, Screenwriting, The Films of Alfred Hitchcock

Work Experience & Qualifications

- This section should either follow Education or come before, depending on which section features your strengths more prominently

- The goal for this area is to stand out among the other applicants and to persuade the employer that you are the ideal candidate for the job

Work Experience

- Include the positions you have held that are related to the job you are seeking

- These positions may include paid positions, as well as internships, volunteer jobs, or appointments

- Be creative with this part of the resume by describing and emphasizing your experiences in the most logical way possible (We will look at different resume types later)

Work Experience

"What information do I include?"

- Include company name and location, job title, dates, and duties performed

- Make this section clear, concise, well-spaced, organized, and use bullets

- Use action phrases to highlight the responsibilities you have performed:

-Managed
-Planned
-Oversaw
-Responsible for
-Coordinated
-Initiated
-Designed
-Followed through with
-Programmed
-Created

Examples

PROFESSIONAL EXPERIENCE:

6/2002-8/2004 CSUS Sacramento, CA.
Writing Center Tutor
• Assisted students with their writing assignments
• Helped to formulate ideas through brainstorming, free writing and outlining
• Designed and created Powerpoint presentations for both students and faculty

QUALIFICATIONS:

University Internships California State University Sacramento Sacramento, CA.
Entertainment Coordinator 9/2003-Present
-Contact and persuade local musicians to come play free weekly concerts at Sacramento State University. Help design banners and flyers for advertising upcoming events. In the process of coordinating a benefit concert to raise money for breast cancer.

Specialized Skills/Interests

Specialized Skills

- This is usually the final section of the resume, therefore it's important to leave a lasting impression.
  ✓ Sometimes people place the Skills section before Work Experience

- Similar to other sections of your resume, try and relate your skills to the desired job

- Include skills such as computer knowledge, foreign language expertise, military service, musical abilities, or anything else that separates you from the crowd

Additional Information

- This is another name for this section because you may want to include more specific skills

- Here are some suggestions from Monster.com:

-Awards
-Testimonials/Endorsements
-Publishing Credits
-Patents
-Public Speaking
-Willingness to Travel
-Portfolio or Writing Samples
Mention that these are available upon request

References

- References may or may not be included in your resume. Keep in mind, some companies, organizations or churches will not read more than one page. It's acceptable to just write:
References are Available Upon Request

We suggest you send references

- If you are asked to provide references by the employer, it's a good idea to include professional references like a professor or previous employer

Reference Sheet

- Include name, address, email address and phone number of each reference

- Make sure you ask permission from your references before including their personal information on reference sheet

- Consider giving your references a copy of your resume and/or a short bio so they will be prepared to talk to employers

Dr. James Mallard Former Physics Instructor
Shasta Hall, Room 5
College of the Siskiyous
Weed, CA., 96094
530-938-4461
Mallard@siskiyous.edu

Organizing Your Resume

- Organize your resume to highlight your unique skills and strengths
- Use whatever combination of organizational styles you think best showcases your individual qualifications
- The most common resume styles are:

✓ reverse chronological
✓ functional
✓ imaginative

Reverse Chronological

- Present your education and work experience in chronological order, beginning with your most recent experiences

- This style is best for people whose job experiences closely parallel the positions for which they are applying or for those who have not had periods of unemployment between jobs

- This is the most acceptable form for your resume

Functional Resume Style

- Organize experience by type of function performed. Under each function, give specific examples

- Place things in order of importance rather than chronological order

- Ignore experiences that do not relate to the job you're applying for

- This type of resume is appropriate for people with periods of unemployment between jobs

Imaginative Resume Style

- This style is ideal for people looking for a job that demands creativity such as graphic design, architecture or website design

- Acts like a mini-portfolio because it demonstrates a combination of layout, graphics, text integration and audience selection

- Make sure the company will accept this type of resume before you submit it.