

Resume Writing Quick Tips

What is a Resume?

A resume is a one to two page summary of your skills, accomplishments, experiences, and education. When preparing a resume, you are trying to capture a prospective organization's interest or attention. The goal is to quickly communicate why you are uniquely qualified for the position and to help you get an interview. To create a resume that will get noticed by employers, you can follow a few simple steps and best practices. The main goal to keep in mind is to make your resume relevant and readable.

Things to Consider:

Resumes should be tailored to the particular job you want, with specific information emphasized in order to grab the employer's attention. Always customize your resume for each position you apply for. Use the job description as a guide; the information listed in the bullet points under each job heading should highlight skills related to the requirements of the job for which you are applying.

A resume is made up of sections that help employers learn about a candidate; some sections are essential, while others are considered optional.

Typical Resume Content Areas:

- Contact Information
- Education
- Work Experience (Including Internships)
- Activities, Honors, Leadership
- Skills (Be Specific)

Additional Content Based on Experiences:

- Volunteer Activities
- Projects
- Student Teaching/Clinical Experience
- Certifications
- Professional Affiliations
- Language Proficiencies
- Military Experience
- Related Coursework

What Makes a Strong Resume?

PRO TIPS

- Write a unique resume for each opportunity. Use the job description and include knowledge, skills and experiences in a way that speaks directly to that employer and position. Sell yourself.
- Write an easy to read resume. Format your resume to be read quickly and have information highlighted. Use bullets, not paragraphs.



8 Steps to a Professional Resume

1. Include your name/contact information.

- Your header should include your name, email address and phone number.
- Your name should be bolded or larger font.
- You have the choice on whether or not to include your address.
- You may want to include your LinkedIn profile or a link to your online portfolio if applying to creative positions.

2. Add a resume summary or objective.

- You have the option to include a summary or objective statement.
- An objective statement quickly explains your career goals and may be a good option for recent graduates.
- A summary uses active language to describe your relevant skills and work experience.

3. List your education.

- You should include the name of your institution, dates of attendance and your degree or area of study.
- You can include information such as GPA, relevant coursework, participation in clubs, sports and organizations, leadership positions, awards and achievements or certifications.

4. List your work experience.

- Write in reverse-chronological order, starting with most recent position, including company name, time period employed and job title.
- Use bullets to list key achievements and job duties.
- Use keywords from job description.
- Be brief and use strong action verbs.

5. List your soft and hard skills.

- Take a moment to consider which skills make you a great fit for the job based on the job description.
- Consider creating a skills section with hard skills that pertain to your field.
- List any required skills like certifications or licenses first.

6. Consider adding optional sections.

- If you have significant white space on your resume, consider adding the Achievement and Interests section. This can help supplement a shorter resume.
- Make sure the achievements and interests you list support your career goals and the specific job for which you are applying.

7. Format your resume.

- Formatting your resume will make it look professional and improve readability.
- Make font between 10 to 12 point size.
- Select a font that is easy to read, like Arial, Helvetica or Times New Roman.
- Make sure margins are .5 to 1 inch.
- Save as a Word document or PDF.

8. Proofread your resume.

- Carefully review your resume for spelling, grammar and punctuation errors.
- Ensure a consistent format and spacing.
- Don't forget to proof your main heading and contact information.
- If two pages, review for ways to consolidate details, removing filler words and extraneous information.

Before submitting a resume, do a final Resume Self-Review to ensure its ready to share!

