

Resume

The resume is...

- A marketing tool
- An individually designed document
- A highlight of your background
- Used by employers as a screening device
- Just ONE piece of the job search process

Types of Resumes

Chronological

- The most commonly used format, strictly date order this type of resume is best for demonstrating progression in your career.

Functional

- Presents information based upon skill sets and highlights your experience as it relates to the use of these skill sets. This format is best used by career changers and, frequently, by new college graduates with limited experience.

What to include?

- **Identifying Information:** Includes name, address, telephone and e-mail. Be sure that your e-mail address is a professional one – this is the first impression you’re making on an employer. (You also want to make sure that the voice mail message on your phone is professional in nature as well.)
- **Objective:** Short, specific statement that includes position type and relevant skills.
- **Education:** In reverse-chronological order, this section includes the schools you have attended, dates of graduation or dates of attendance, as well as degrees sought or completed. Other information may include GPA, related coursework, scholarships and honors, percentage of college expenses you personally earned, and special projects.
- **Experience:** This section includes not only paid positions, but also significant volunteer or extracurricular experiences in reverse-chronological order. Names and locations of employers and years of employment should be included. Descriptions should detail the level of responsibility and breadth of experience. Be sure to stress any accomplishments or unique contributions you made. Include words such as Related, Accomplishments or Leadership and quantify your experiences to provide a better idea of how much responsibility you had or the level of your knowledge. Don’t just type in a job description – that does not tell an employer what YOU did in the position.
- **Skills:** If you have specialized skills, particularly computer-related skills, it can be beneficial to list these separately on the résumé so an employer can easily find them.

Important Characteristics of Résumés

- **Sales-Focused** – Remember the resume is a marketing tool designed to market your skills and experience to an employer. Does it focus on the most important things that an employer should know about you? Did you stress skills and accomplishments over duties? Did you support your objective? Did you use action verbs?
- **Relevant** – Did you include only relevant information? Did you include specific information such as numbers, percentages or dollar amounts? Did you make your qualifications easily identifiable? Make the reader pay attention by using action verbs that convey measurable accomplishments and problem-solving skills.
- **Concise** – Resume language should be succinct and expressive. Use the minimum number of words necessary to convey meaning. Use precise action verbs. Avoid personal pronouns. Leave out articles: a, an, the. One page is recommended but may vary if you have extensive experience. Use short sentences or phrases.
- **Quality-Oriented** – Absolutely NO MISTAKES – spelling, grammar, or formatting. A resume with mistakes demonstrates the level of work you perform and tells the reader that you were too lazy to take the time to proofread it. Is that really the message you want to send?
- **Visually Appealing** – Does your resume look attractive and balanced? Is there white space? Is the font size readable (10 to 14 points is recommended)? Are the headings highlighted – boldface works well (remember, you want the reader to be able to find things easily)? Do important things stand out through their spacing or highlighting?

Resume Check

- Has it been **critiqued** by a staff member in Career Services?
- Does it fit on one page - maximum two pages?
- Is it correct - no typos or grammatical errors?
- Is it easy to read?
- Is the writing style clear and concise?
- Is important information easy to find?

Adapted from University of Texas in San Antonio, via Career Center.