

## Résumé Guide Most Majors

Remember as you work on your Résumé that it is a marketing tool – an AD- to market you.

*Shorter is better!*

### Common Résumé Formats

**Reverse Chronological:** Begins with most recent position & works backward – focusing on last 15 years

When to Use?

- Seeing a position in same field
- Career path as shown steady progress, with increasing responsibility
- Demonstrated measurable results from work
- Impressive job titles, big name employers & no work history gaps

**Functional/Skills Based:** Summarizes your professional skills and minimizes your work history

When to Use?

- Changing careers & utilizing transferable skills
- Employed by same company for a long time
- Held several jobs that were dissimilar or similar in nature
- New graduate w/ limited work history but have relevant coursework***
- Gaps in work history

**Combination:** Uses best of both styles listed above

When to Use it?

- Each position you've had involved a different job
- Highlighting internships & volunteer work relevant to your field
- Significant skills are highlighted & supported by employment history
- New graduate w/ limited work history but have relevant coursework***

### Sections of the Résumé

**Contact Information:** Make certain to include phone number and email, if possible

**Objective or Summary of Qualifications/Skills:** optional

**Education:** reverse chronological order; include all honors, certifications, special skills

**Skills:** (if functional/skills-based format) – may include coursework and special projects

**Work, Professional or Career Related Experience:** Layout will differ depending on chosen format

#### *Optional Sections*

**Technical Skills:** Computer skills or may list language skills

**Professional Society/Community Involvement/Volunteer Work**

**Awards/Publications/Presentations**

**Length of Résumé:** One Page is optimum, 2 pages acceptable in some fields

### Rough Draft

**First** decide what your objective is in writing your Résumé. **Identify the type of job or the specific job you are targeting** and select the style (format) you will use first.

**Second** think about the sections you plan to include in your Résumé and list them.

Select the relevant information w/ action/power words for each section you've chosen.

If using reverse chronological format, list your work history; title, name of organization, city, state and dates. Then list your accomplishments and the results of those accomplishments.

If using functional/skills format, list 2 or 3 skill categories. Next, list your accomplishments and the results of those accomplishments demonstrating those relevant skills.

**Begin** by writing the easiest section first – Contact Information. Make certain it includes the phone number which a message can be left.

### **TIPS** for that pesky beginning:

**Objective or Summary of Skills/Qualifications:** Use “Objective” only if it is specific and results oriented. Types of objectives:

- **Field-Oriented:** To obtain a position in the field of ..... (Accounting, buying, etc.)
- **Position-Oriented:** Desire a position as a(n) ..... (accountant, buyer, etc)
- **Skills-Oriented:** Seeking a position that uses/utilizes/capitalizes upon skills in ....(leadership, communication, organization, computer science, foreign language, etc.)
- **Combination** (various pairings can occur such as the following):
  - Field and Position: To obtain an accounting position at xxxx.
  - Field and Skills: Desire a position in merchandising that uses skills in planning, and creative marketing. (Recommend not using as it may convey **lack of focus and research!**)

**Summary of Skills may be used instead of an objective, as it highlights your strongest, most relevant skills.**

**If pressed for space, leave objective off Résumé!**

**Absolutely no typos or spelling errors!!!!**

**Uniformity and consistency in formatting** – limit use of italics, bolding, bullets & underlings as their emphasis is lost if many are used. Also consider format translations using different computer/word processing programs. Always have a Résumé formatted in plain text available.

**Basic, expected information that is always included:** Contact information including your name, address, phone number and email address at the top of page, listing of jobs held, in reverse chronological order, educational degrees including highest received in reverse chronological order. Jobs listed by title, name of firm, city and state of firm and years.

**Target the Résumé for your goal career or job** – if you are looking at applying for different jobs/careers, you will have different Résumés.

**Careful of verb tense!** Use past tense for past jobs, present tense for current work.

**Vary sentence length** – some short, some long.

**Keep writing concise and to the point** – include only relevant information.

**Visual Appeal is important** – White Space helps the reader!

## **TIPS** for describing work& volunteer experiences

- Start with an action verb – its' your Résumé so the reader knows it's you! No need to begin with "I"
- What's the right action verb?? See Action Words for Résumés & Cover Letters  
Be specific, accomplishment and results oriented when talking about your experiences, so....
  - **Specific** means describe activities or projects **you** worked on and **specific accomplishments you** achieved.
  - **Accomplishments** means activities you completed
  - **Results** means describe the results of your activities – in quantifiable terms!

## So what does that mean??

Instead of writing "Strong written communication skills", maybe you should write "Designed and wrote cross training procedure ensuring customer coverage during vacations and absences, resulting in 5% fewer dropped calls". **Specific Accomplishment with Results**

Instead of writing "Experienced in fielding customer calls", maybe you should write "Resolved customer questions, complaints, billing inquiries within one call resolution" **Specific Accomplishment with Results**

*Ok, so you didn't keep track of number oriented results* when you worked with the Biology Club on creating their posters, emailing and "Facebook" promoting their clean up event. So maybe write... "Designed posters, and crafted postings twice weekly through student email and Facebook promoting the "Clean-up Alpine 2011" event.