The Résumé

A Résumé…
* Is a **Screening Device** which employers use to determine who they will or will not interview. It is a very critical tool which must be prepared properly if it is to be effective.

* **Takes time** and it isn't easy. **Plan** on three to four rewrites or revision sessions.

* Is **read by employers in 20 seconds or less!**

Sections to include on your résumé…

Name
Address
City, State, Zip
Phone Number
E-mail

Objective
♦ Be specific
♦ Target each résumé for the particular job (include skills you possess that are needed for the job)

Education
♦ Name of degree received
♦ Major and endorsements
♦ Name of College – include city and state
♦ Month/year of graduation
♦ GPA/4.0 (if 3.0 or better)
♦ Certificates or special licenses or recognition received

Relevant Courses
♦ List some of your upper level courses if you lack related experiences

Experience
♦ Job Title (including co-op/internships/summer jobs/volunteer)
♦ Employer name – include city and state
♦ Date of Employment (month/year) (go back only ten years)

Activities/ Honors
♦ Clubs, organizations, teams, volunteer work, professional Organizations
♦ Offices held in organizations
♦ Scholarships

Technology
♦ List your skills

Your résumé is likely to be "thrown out" for:
· Misspelled Words
· Typographical Errors
· Grammatical Errors
· Use of Dot Matrix Printer

References
♦ Available upon request

Tips For an Effective Résumé

♦ Decide which of the above sections are most important, or your best attribute; then list that section right after education
♦ Activities and Honors sections can be combined
♦ Use only phrases; no sentences
♦ Use a good, heavy paper (20-24 pound with 25% cotton) – light color
♦ Think about what your résumé will look like when it is photocopied
♦ Use a laser printer for final copy (no dot matrix, no photocopies)
♦ Target your resume for each particular job – consider the skills needed for the position
♦ Experience and Education should be listed in chronological order, most recent listed first
♦ **Do not** mention personal information such as age, sex, marital status, religion, race, children, salary, politics
♦ Avoid staples and folds. If you must fold your résumé, do not fold it on a line of text
♦ Avoid abbreviations on your résumé, they may not mean the same thing to the reader
♦ Consistency is very important: layout and dates
♦ Your résumé should be unique to you
♦ Text is balanced on the page; top/bottom and right/left margins are of equal width
♦ Proofread, proofread, proofread

Excerpts From Computer-Friendly Résumé Tips

♦ What job hunters of the 1990's need to know is that computers read résumés differently than people do.
♦ Those who don't know this fact risk having their résumés crash and burn in the embers of the electronic age
♦ You can avoid the résumé casualties of computer-friendly fire by following these suggestions in creating your résumé
♦ Focus on nouns, not verbs
♦ Keep it simple
♦ Use popular, non-decorative typefaces
♦ Use a font size of 10 to 14 points
♦ Use light-colored (white is best), standard size (8-1/2 inch x 11 inch) paper, printed on one side
♦ Avoid italic text, script, and underlined passages. Capitalized words and boldface are okay
♦ Avoid graphics and shading. Don't compress spaces between letters
♦ Avoid horizontal and vertical lines –they confuse the computer
♦ Your name should be the first readable item on each page
♦ Now you're in the computer. It you have the qualifications –stated as key words –get ready for an interview!