



# Tips for Writing a Resume

## What is a Resume?

*A resume is a summary of your professional life on paper. It's a glimpse of the experience, knowledge and skill sets that you bring to a position, whether it be an internship or full-time job. Often your resume is the determining factor of whether or not an employer will offer you an interview. Thus, you must spend quality time and evaluation to ensure a winning resume!*

**NOTE:** The purpose of this document is to provide a set of general guidelines in preparing a professional resume. There may be variations based on accepted standards for your particular area of study; education, nursing, art, fashion, legal studies, etc. Additionally, individual recruiters will have personal preferences, however, this document contains information the OCCS has compiled from a number of professionals who hire new college graduates. Please make an appointment with the Office of Counseling and Career Services to address specific standards within your industry.

## What to Include in Your Resume

**Heading:** Contact Information (name, address, phone, email) – Be sure to have an **appropriate, professional** email address – ex: **msmith@yahoo.com**

### **Objective:**

*A statement of purpose that includes the precise job title for which you are applying (ie: to obtain a position as a(n) intern/job title in which I can apply my education and experience)*

### **Education:**

*List your college and location (city and state will do), years of attendance, major, minor (if applicable), anticipated year of graduation and GPA (no less than a 3.0 – the general rule of thumb is a GPA that will result in honors from the institution)*

### **Licensure/Certification**

### **Technology Skills**

**Relevant Coursework:** Most often needed when applying for an internship, fieldwork, etc. but may be used if seeking your first entry level position in your field for which you did not complete an internship.

### **Work Experience:**

*Listed in reverse chronological order (most recent first) includes internships, externships, fieldwork, student teaching and employment history (if related or relatable). Use the key words from the job description and/or terminology commonly used and understood in your field of study in your own skill set.*

### **Leadership Activities:**

*Includes student organizations, sports and on or off-campus activities. In this case, the word "leadership" does not necessarily denote that you hold a traditional leadership role. Rather, this space is reserved for activities in which you invest in your personal and/or professional development. These should be listed as follows:*

#### **Role, Organization, Time Period**

### **Honors and Awards:**

*Leadership and academic awards (President's/Dean's List, captain of sports teams, other academic recognition, special scholarships, employment or other off-campus recognition)*

**References:** NEVER listed on the resume document. Prepare them on a separate page, as follows:

## **References for Melissa M. Smith**

Name  
Title  
Employer  
Address  
City, State, Zip  
Phone  
Email

### **Additional Reference tips**

*You should always request permission from those included on your reference page. It is recommended that you provide them with an updated copy of your resume to use when they receive a reference check. Your references should usually be professional in nature, including at least 2 of the following;*

*Previous supervisor  
Internship site supervisor  
Clinical supervisor  
Cooperating teacher*

*Additionally, you should include at least one person who can attest to your non-employment related work ethic:*

*Faculty advisor  
Organizational advisor  
Team coach*

*Using personal friends or family members for your references should be restricted to rare occurrences.*

### **Use of Action Verbs**

*When describing your experiences, always use action verbs to highlight your abilities. An easy way to ensure you convey the skills required for a specific job is to use the action verbs found in the job description for which you are applying. Use current-tense verbs for any position that you're still currently in and past-tense verbs for previous experiences. Some common examples of action words used on resumes include: organized, planned, created, developed, supervised, trained, implemented, provided, etc.). A complete list is available on the Counseling and Career Services webpage, under the "For Students" link.*

### **Basic Tips**

- *Keep the font size and style professional and easy to read (ex: Times New Roman, 12 point)*
- *If you list your cell phone on your resume, be sure that your voicemail and ring back sounds professional.*
- *Don't use acronyms or abbreviations, always spell out words and terms.*
- *Keep it simple and brief (no more than 2 pages for a recent college graduate or 3 pages for an experienced professional).*
- *Proofread your resume, have a friend proofread it, and bring it in to our office for an official critique (440-646-8322).*

**Please contact the Office of Counseling and Career Services to schedule an appointment to discuss your resume, cover letter and internship or job search.**

**Office of Counseling and Career Services**

**Mullen 130 ♦ 440.646.8322 ♦ [http://www.ursuline.edu/Student\\_Life/OCCS](http://www.ursuline.edu/Student_Life/OCCS)**



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