

# Career Center

220 Hendricks Hall • (541) 346-3235 • [career.uoregon.edu](http://career.uoregon.edu)

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## RESUME QUICK TIPS

### THE RESUME

- Communicates your skills, major strengths, accomplishments and future potential
- Lets an employer see your value to their organization
- Helps you prepare for the interview and entire job search process

### PURPOSE

- Get the interview
- Remind the interviewer about you
- Justify the hiring decision to others

### RECOMMENDED FORMAT

- Chronological: states experience, jobs and dates together, usually in reverse chronological order

### WRITING TIPS

- One page is strongly recommended unless the strength of your relevant experience requires wrapping to a second page.
- Envision the ideal candidate for the job you want by studying the job description. What features, attributes, traits, skills and strengths would this candidate possess?
- Put the information in order of interest to your targeted reader, ex: education may proceed or follow your experience section
- Never ever tell a lie.
- It's your job to advertise your abilities. Don't be modest!
- Use action verbs, be consistent in tense, avoid paragraphs, use concise phrases led by bullets, proofread for typing, grammatical and spelling accuracy - must be error free.

### REFERENCES

- No need to report "References available upon request" – it is presumed
- Suggested to have name, title, phone and email for 3-5 references on a separate page; may also want to include the relationship the person had to you (past supervisor, faculty advisor)
- References are typically past or current employers, faculty, or advisors who can speak to your skills and performance related to work.
- Be sure to secure permission before sharing references with a potential employer.
- Copy and paste resume headline at top of page.

### WHEN APPLYING ONLINE

- Lift key words and phrases from position posting and use them on your résumé and any other online applications you may be asked to submit.
- Mention your critical job skills early and often so the software program perceives both recent and frequent experience.
- The software can advantage local candidates. Relocate or use a friend's/relative's address while searching
- Continue to network to find a human to drive your application internally.

### UO Career Center website: [career.uoregon.edu](http://career.uoregon.edu)

- Select "Resumes" or "Cover Letters" for more information on layout, resume sections, etc.
- A resume builder is available in UO-JobLink for students desiring a step by step on-line tutorial and formatting program to build a résumé

**NAME**  
Street Address • City, State Zip Code • Phone Number  
Email address

**OBJECTIVE - - OPTIONAL**

- Tells an employer what kind of job you are looking for
- Be specific about industry or position if you know it
- May be stated in a cover letter

**Ex:**

- Marketing Assistant in the nonprofit sector

**QUALIFICATIONS OR PERSONAL STRENGTHS - - OPTIONAL**

- Makes assertions about abilities, qualities, experience and achievements
- Present relevant information related to your objective

**Ex:**

- Enthusiastic and persuasive in presentations
- Earned compliments for organization, attention to detail and follow through from customers and managers

**EDUCATION**

- List pertinent educational history (college/university) in reverse chronological order (most recent and back).
- Lead with degree earned, institution, date
- Optional: May add bullets describing minor studies, languages, scholarships/academic honors, GPA, study abroad, etc.
- Optional: Related coursework may be listed in Education or a separate section

**Ex:**

- **B.A. in Political Science and Philosophy**, University of Oregon, June 2013 (can be on multiple lines)
- Recipient of 3 scholarships based on academic achievement and community involvement
- Study abroad in Barcelona, Spain; proficient in Spanish language, writing and conversation

**EXPERIENCE**

- Lead with position title, followed by organization, location and employment dates
- Avoid a review of your duties – focus on skills/results and lead with strong descriptive **action verbs**
- Can include work, internship and leadership activities (paid and unpaid)
- Use numbers to add dimension to your statements. Example- Increased attendance at annual conference by 20%; supervised and delegated work assignments to 5 student workers; contributed to professor's research by reviewing and analyzing 35 articles
- When preparing statements, constantly ask the questions "who, what, why, where, when and how" to clarify and add interest
- Use bullets to draw attention to action verbs leading résumé statements-employers want to skim for detail and will not read lengthy paragraphs

**Ex:**

- **Customer Service Representative**, Royal Caribbean, Eugene, OR (2012-present)
- Solved problems for customers by explaining advantages of different travel itineraries
- Increased bookings over a 6 month period by 25%

**COMMUNITY SERVICE/LEADERSHIP/ACTIVITIES - - OPTIONAL**

- Includes community or university activities not mentioned in Experience section
- Typically will be formatted as a list and may not require bulleted statements.

**Ex:**

- Member, Golden Key Honorary (2012-present)
- Volunteer, SMART reading program for elementary students (2011-12)

**SKILLS - - OPTIONAL**

- List skills relevant to the job you are applying to and not immediately apparent from your education or experience description, e.g. computer literacy, languages, writing, technical skills, etc.

**HONORS / AWARDS - - OPTIONAL**

- Typically will be formatted as a list.

**INTERESTS - - OPTIONAL**

- List interests to show diverse skills/well roundedness. Section may serve as a conversation starter in interviews.