

Resumes & Cover Letters



DAKOTA COUNTY

TECHNICAL COLLEGE

Career Services ♦ Room 2-202 ♦ 651-423-8450
www.collegecentral.com/dctc

Resume Writing Guide

Writing a good resume is important to the success of any job search. Think of your resume as your marketing brochure because it is often the first impression that any employer has of you. The following guidelines will help you create a great looking resume that will help you get interviews for the positions you want.

RESUME FORMATS

Different industries have different ideas of perfect format and style.

Research, if possible, the best fit for the field you want to enter.

Focus your material to demonstrate that you are qualified.

GENERAL RULES

Length	In general, limit your resume to two pages. People with work experience will find they need two pages to get their message across.
Categories	Win or lose in the first ten lines. The most relevant information should be placed so that it will be read within the first 10 seconds. Place your most related experience and/or education toward the top of your resume; don't let it get "buried" in your list of experience or work. Rule of Thumb: for very experienced applicants, go back three jobs or ten years, whichever makes more sense. Don't be afraid of gaps in your resume.
Objective Statement	Include an objective statement only when you are pursuing a specific job goal or when you know the exact title of the position you are applying for. The objective helps to target your resume and allows employers a way to quickly understand the type of career you are seeking.
Reference Statement	"References Available Upon Request" is an unnecessary statement. It will be assumed that you can provide references and that they will be positive.
Customization	Know your audience! Use language that the employer will understand and is pertinent to the field without using too much jargon. If you have them, include a technical skills set.
Templates	Generic resumes often don't stand out. Resumes composed on templates are easy to spot and usually do not present you as well as a resume you create. Also, templates are difficult to manipulate and change.
Proofread	Spelling errors, grammatical mistakes and misused words are the key reasons employers give for eliminating applicants from the hiring process. Carefully proofread several times, and ask others to do the same. EXAMPLE: Do not claim to be attentive to detail without proofreading for errors.
Readability	Check your resume to assure that it is easy to "scan" so that a reader will be drawn to the most important information first. Make sure that it is attractive and not sloppy. Have other people (e.g. professionals working in the field, career staff, and instructors) proof and check your resume.

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GENERAL RULES, continued

Content	Make sure your resume demonstrates that you are a qualified candidate for the work you wish to do.
Checklist	Do not include personal information such as age, health, or marital status. Include an e-mail address.

FORMATTING AND PRINTING TIPS

Header	<p>For printing or formatting, use a header that will also serve as your letterhead. Your name should be the most prominent component of your contact information.</p> <p>Do not abbreviate street, state or other place names.</p> <p>A line under your contact information tells the reader not to begin at the top of the page (because they can refer back to your contact information), but at your strongest qualification(s).</p>
Personal Pronouns	Never use personal pronouns in a resume (I, me, my).
White Space	<p>Balance written information with white space so you “fill-up” the page without crowding in too much information. Information should be dense, yet readable and visually appealing.</p> <p>Margins should be at least 1” on all sides. NEVER use a bottom margin that is noticeably larger than margins on the other three sides.</p>
Font Size and Type	<p>Use a font that is easy to read (10-14 point, usually 11 and 12 are best for the body), and not too stylish, unless you are looking for positions in the creative fields. Serif fonts are generally easier to read and often work better. Sample serif fonts are: CG Times, Bookman Old Style, Courier, Garamond, Perpetua, and Times New Roman. San serif fonts are more difficult to read and should be used sparingly. Examples of san serif fonts include: Arial, AvantGarde, Helvetica, Trebuchet MS, and Verdana.</p> <p><u>TIP:</u> After your resume is done, experiment with font styles and sizes to see which best represent your resume and style.</p> <p>Use highlighting techniques (bolding, underlining, italicizing) to emphasize your experience and education.</p>
Paper	<p>Print your resume on high quality paper (white, light gray, ivory). Paper should be at least 24 lb. bond.</p> <p>Buy matching envelopes for a professional look. If possible, matching envelopes should be large enough to allow your resume to arrive flat.</p>

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ADDITIONAL HINTS

Before Sending Your resume	Ask others who know your background and qualifications to read your resume for errors, for completeness of information, and for relevance to the position for which you are applying. Cover your name and re-read the job description asking yourself if you would hire the person applying for the position you seek.
E-mail	When emailing your resume as an attachment it should be in the most common file format. Generally, the safest format is a Microsoft Word 97-2003 document (.doc). The email subject line should include the position title, position number (if applicable), type of application document (resume, cover letter, or references), and your name. The body of the email should include a few sentences stating what position you are applying for and what documents you have attached to the email. Be sure to thank them for their time and consideration.

RESUME SECTION HEADINGS: USE WHAT WORKS!

You may use a variety of heading labels to help sort and highlight your information to show a “fit” between you and the career for which you are looking. Since you are composing your resume, you determine and use the categories that work best for you. Here are some suggestions and possible areas. People choose these or other headings. Close alternatives are listed in parenthesis.

OBJECTIVE

Identifies the field, job, company or career you are pursuing. Tailor this statement to the job description.

EDUCATION

Highlights your college, professional training and certificates, foreign study, related coursework, internship, clinical and practicum experience.

SKILLS

Identifies overall skill clusters needed in a profession or special skills (e.g. computer, languages, competencies such as carpentry, woodworking, mechanical).

COMPUTER SKILLS

Identifies skills specific to the computer field and may be a separate category if your experience is extensive.

TECHNICAL SKILLS

Includes computer and other technical skills that you may want to highlight.

PROFESSIONAL HIGHLIGHTS (ACCOMPLISHMENTS)

Lists your skills, achievements, accomplishments, and/or awards.

EXPERIENCE

Identifies your work, volunteer, internship, and apprenticeship experiences.

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CAREER RELATED EXPERIENCE (PROFESSIONAL EXPERIENCE)

Highlights your work and other experience related to the career or position for which you are applying.

ADDITIONAL EXPERIENCE

A separate category for experience that is not related to the position for which you are applying, but that you would like a prospective employer to know

WORK HISTORY

Lists work experience listed in reverse chronological order

ASSOCIATIONS

Identifies professional associations, community clubs, or organizations that you belong to or are involved with.

COMMUNITY INVOLVEMENT (VOLUNTEER EXPERIENCE)

Includes volunteer or non-paid community experience that relates to the position for which you are applying

AWARDS (HONORS, RECOGNITION)

Shows distinctions, scholarships, work, or community awards

WRITING TARGETED PHRASES

The targeted phrases you create will make your resume clear, descriptive, and informative. When constructing your targeted phrases consider the following: who you communicated with, what tasks you performed/completed, what technical skills and/or equipment were utilized, and any positive achievements or results. These phrases will begin with action verbs and should demonstrate what you actually accomplished. Some examples of such phrases are:

Before: Supervised employees

After: Supervised 8 employees and organized ongoing policy and procedure trainings

Before: Worked in student life office

After: Organized and marketed student life events which prompted successful campus participation

Before: Ordered supplies

After: Inventoried supplies using company specific database and ordered items from approved vendors

Quick Check:

Action Verb + Details = Strong Targeted Phrase

WORDS TO USE

To make your experience sound dynamic and interesting, use the present tense of action verbs to begin your descriptions on your resume and in your cover letter. Here are some suggestions:

MANAGEMENT/ LEADERSHIP

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
directed
eliminated
emphasized
enforced
enhance
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized

produced
recommended
reorganized
replaced
restored
reviewed
scheduled
secured
selected
streamlined
strengthened
supervised
terminated

COMMUNICATION

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced

interacted
interpreted
interviewed
involved
joined judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

RESEARCH

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined

experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
searched
solved
summarized
surveyed
systematized
tested

TECHNICAL

adapted
applied
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
programmed
rectified
regulated

remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
utilized

TEACHING

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

FINANCIAL/DATA

administered
adjusted
allocated
appraised
assessed

audited
balanced
budgeted
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
prepared
programmed
projected reconciled
reduced
researched
retrieved

CREATIVE

acted
adapted
began
combined
composed
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled

modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

HELPING

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided
helped
insured
intervened
motivated
prevented
provided
referred
rehabilitated
represented
resolved
simplified
supplied
supported
volunteered

**ORGANIZATION/
DETAIL**

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corrected
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

The Cover Letter

The cover letter, or letter of application, is an opportunity to introduce yourself to an employer and to draw connections between the position you seek and the skills and experience you have to offer. It should be brief and specifically focused. Always include a cover letter when sending a resume so that the recipient knows s/he has received your resume. Proofread your letter. Typographical errors, misspellings and grammatical errors leave the reader with a negative impression. Always have your cover letter reflect your resume. Do not add important information about your qualifications in the cover letter only.

Below is a sample format. For further ideas see the many books in your local library or ask one of the Career Services staff for other resources or assistance.

(Top and bottom margins should be approximately equal.)

(Be sure to address the letter to the correct person and to spell his/her title correctly. If you do not know the name of the person responsible for filling the position for which you are applying, you may omit the salutation.)

Opening paragraph

*Middle paragraph(s)
Do not discuss anything here you have not listed on your resume*

Alternative middle paragraph format

Closing paragraph

Always sign your name

(When enclosing a resume, type "Enclosure" below your typing name.)

Your Name
Your street address
City, State, Zip
(Double space)

Date
(4 spaces)

Ms. Sandra Smith, Director
Marketing Division
American Industrial Corporation
1111 American Avenue
America, MN 50005
(Double space)

Dear Ms. Smith:
(Double space)

State the reason you are writing, identify the position for which you would like to be considered, and indicate how you heard of the position. (If you are sending a letter of introduction, simply indicate the type of work you are seeking.) Be specific. If you were referred by a current or former employee or a colleague, include this information in this paragraph.

(Double space)

Describe the strengths you have to offer this employer. This is a summary of the most relevant information you have described on your resume. Include related work experience, training or education, and information about your work style. Do not be concerned about seeming to duplicate information on the resume. Highlight any accomplishments that show you have experience related to the job.

OR

My qualifications include:

- List three or four of the most relevant qualifications on your resume
(Double space)

End your letter with information on how you can be contacted (phone numbers and the best time to reach you). If you have voice mail or an answering service, indicate that you return calls promptly. (Option—include a statement that you will contact them the week of _____ to answer questions they have or to schedule an interview.)

(Double space)

Sincerely,
(4 spaces)

Type your whole name beneath your signature
(Double space)

Enclosure

Targeted Cover Letter (May be used when qualifications are exact match)

Sarah Jobseeker
1234 Lily Valley
Rosemount, MN 55068
612-555-4567

November 5, 2011

Ms. Jane Smith, (Title)
XYZ Corporation
1 Big Street
St. Louis Park, MN 55433

Dear Ms. Smith,

I am very interested in the Administrative Assistant position listed on Dakota County Technical College's online job board, www.collegecentral.com/dctc, on November 4, 2011. The skills and qualifications required match the experience I have in this field.

Job Requirements:

- Detail oriented, experienced Administrative Assistant
- Assist with hiring, training and scheduling staff
- Knowledge of Microsoft Word
- Corporate experience with major clients

My Qualifications:

- Five years Administrative Assistant experience which included responsibility for various detailed reports
- Hired and trained 10 new staff members. Accountable for scheduling a staff of 25.
- Proficient in Microsoft Word, Access, Xcel, and PowerPoint
- Regularly worked with clients at Fortune 500 companies

I have attached my resume for your review. I believe I am a perfect match for the position, and I look forward to setting up a meeting with you soon to discuss my qualifications. I can be reached at 612-555-4567. Thank you for taking the time to consider my application.

Sincerely,

Sarah Jobseeker

Sample Cold Cover Letter (not responding to an advertised position)

John Citizen
1 Main Street
St. Louis Park, MN 55433
Cell: 612-555-8890
Email: jcitizen@dctc.com

March 10, 2012

Jane Smith
HR Manager
XYZ Corporation
1 Big Street
St. Louis Park, MN 55433

Dear Ms. Smith,

I am writing to inquire about available employment opportunities within your organization. In May 2012, I will graduate with an Associate's of Applied Science degree in Business Marketing from Dakota County Technical College. I am confident that my education and experience will make me a valuable team member, and I would be privileged to start my new career with XYZ Corporation.

My coursework during my time at Dakota County Technical College included a foundation in general marketing concepts as well as the latest marketing trends. I have also held two internships that have increased my skills and understanding of the field of advertising. I possess strong leadership and organizational skills, and my most recent position has provided me with two years supervisory experience as Assistant Team Leader of five staff. I am self-motivated and know I could produce immediate results for your organization.

I have attached my resume to provide you with an overview of my experience and education. I would love the opportunity to meet with you regarding my qualifications. I can be reached at 612-555-8890. I will contact you sometime next week to discuss any opportunities you may have available. Thank you for your time and consideration.

Sincerely,

John Citizen

David A. Davidson

1444 W. Finance Ave.
Rosemount, MN 55555
651-555-3333

Objective

To obtain an entry-level position in the Accounting field.

Education, Projects & Honors

Accounting, A.A.S.

Dakota County Technical College, Rosemount, MN

May 2011

Projects

Auditing: Worked on a student team that researched and analyzed a company in order to provide hypothetical external auditing services.

Cost Accounting: Chosen as class leader in a case study designed to examine the job order cost system and the process cost system.

Income Tax: Worked with a team to provide free tax filing services to residents of Rosemount.

Honors:

- *Dean's List*, four semesters
- *Member*, Business Professionals of America
- *Vice President*, Student Senate
- *Member*, Phi Theta Kappa Honor Society

Professional Experience

Big 5 Sporting Goods, Burnsville, MN

2011-Present

Accounting Intern

- Manage accounts payable and receivable
- Responsible for merchandise inventory and pricing
- Assist Finance Director with various accounting-related projects

Target, Apple Valley, MN

2006-Present

Team Member

- Provide excellent customer service while checking out merchandise
- Responsible for maintenance of the sales floor
- Train 7-10 new team members annually
- Recipient of "Employee of the Month" award three times

Cathy Computer

789 Software Dr. • Saint Paul, MN • (651) 555-4444 • cathy.computer@yahoo.com

- Software Developer with proven ability to design, write, debug and test application software.
 - Resourceful and creative individual with high standards of job performance.
 - Able to quickly learn and master new technology. Equally successful in both team and self-directed settings, and proficient in a range of computer systems, languages, tools and testing methodologies.
 - Experience with project and time management.
-

Technology Summary

Programming languages:	C+ +, Java
Web programming:	HTML, CSS
Platforms:	Windows, Mac OS
Databases:	Access, SQL
Design applications:	Adobe CS5, Dreamweaver, Flash, Director, QuarkXpress

Education

Dakota County Technical College – Rosemount, MN, Degree expected 5/ 2012

A.A.S. in Software Development, Diploma in Web Development • GPA: 3.88/4.0

Dakota County Technical College – Rosemount, MN, Graduated 5/ 2006

A.A.S. in Graphic Design Technology • GPA: 3.63/4.0

Experience

Roberts, Inc. – Madison, WI

- **Graphic Designer**, (Nov 2007 to Present) Provide layout for translated materials ranging from single page files to multi-page technical manuals.

Peterson Promotional Products, Inc. – Minneapolis, MN

- **Production Artist**, (Aug 2006 to Nov 2007) Fast paced in-house printer of promotional products, laid out customer art on product template to meet printing specifications for ordered item.

American Systems, Inc. – Roseville, MN

- **Senior Document Imaging Specialist**, (Feb 2005 to Jun 2006) Process documents, manage materials for proceeding processes, troubleshoot operational problems, implement solutions.

Perfect Plastics, Inc. – Roseville, MN

- **Material Handler/ Helper**, (Feb 1999 to Jul 2004) Internal customer service while supplying production lines with necessary materials for operation.
-

Accomplishments

- As a Senior Document Imaging Specialist with American Systems, Inc., I helped to streamline a process to cut the prep time in half for a customer project. Also, I was in charge of training for this project.
 - At Roberts, Inc., I improved the end product return time by simplifying processing procedures and received recognition from the client.
-

WILLIAM N. JONES

123 Main Street Apartment 3B
Apple Valley, Minnesota
(123) 555-7890
wjones@dctc.com

Objective: To obtain the Manufacturing Supervisor position at XYZ company.

Highlight of Qualifications

- Five plus years manufacturing experience
- Working knowledge of the manufacturing process
- Analytical abilities ideal for problem prevention
- Worked closely with accounts payable, cost account, traffic and purchasing department
- Extensive customer service experience
- Demanding, high volume management experience

Relevant Experience

Inventory Control

- Monitored flow of production materials in combination with plant reporting to uncover inaccuracies with inventory and direct labor efficiencies
- Continuously improved inventory accuracy through training and education of production personnel as well as cycle counting
- Issued material releases for raw material and purchased components (approximately 100 parts)

Production Scheduling

- Scheduled production and manpower for ten station assembly line
- Customer contact for related end items
- Ordered raw materials for production lines

General Accounting

- Performed adjustments to inventory accounts as a result of cycle counts, usage variances and testing
- Problem solver to Accounts Payable for direct material invoices with receiving discrepancies
- Issued customer billings and responded to credit inquiries
- Maintained order entry system
- Paid quarterly and annual fuel tax

Employment History

Production Scheduler/Coordinator	Pillsbury, St. Paul, MN	2007 – Present
Inventory Coordinator	Lamar Corp., Hastings, MN	2004 – 2007

Education

A.A.S. Degree, Supervisory Management	May 2009
Dakota County Technical College, Rosemount, MN	

Kate L. Williams

498 Albany Street
Maplewood, MN 55223

651-555-0234
katern@aol.com

SUMMARY STATEMENT

Caring individual seeking a position as a Registered Nurse at Shady Oak Hospital where I can compassionately assist the patients, families, and doctors I work with.

EDUCATION

Practical Nursing, Associate of Applied Science Degree

May 2009

Dakota County Technical College, Rosemount, MN

Clinical Rotation

3/2009-5/2009

- Hennepin County Medical Center: Performed nursing duties in a level one trauma hospital
- Fairview Riverside Hospital: Med-Surgery Unit
- Augustana Nursing Home: Long-term care

SKILLS AND CERTIFICATIONS

- Direct care of patients
- Educated patients for home care and discharge planning
- Operated and maintained monitors of bio-medical equipment
- Medical terminology and medication administration skills
- Maintained sterile fields and application of dressings
- Catheter, IV, and suctioning training
- Charting and documentation of patient care
- Acute and chronic care experience
- N.A.R. license # 3779948, State of Minnesota, 2009
- C.P.R. and First Aid Certified, American Red Cross, 2008

EXPERIENCE

Certified Nursing Assistant

Walker Methodist Care, Minneapolis, MN

11/2007-Present

- Perform patient care in a long term, geriatric care center
- Responsible for a 13 bed unit
- Experience with hospice and terminally ill care
- Assist in bathing of patients
- Chart and document all activities
- Work in teams with doctors, H.U.C.'s and ancillary personnel

Student Activities Assistant

Dakota County Technical College, Rosemount, MN

12/2006-5/2009

- Supported the Dean of Student Services
- Organized and implemented social and academic activities
- Acted as tutor for students in college learning center

Sales Clerk

TJ Max, Bloomington, MN

9/2002-9/2007

- Assisted customers with sales and marketing of clothing items
- Operated cash register and kept track of inventory
- Responsible for training of new employees

Wade Welder
1234 Welding Dr.
Minneapolis, MN 55555
651-555-9123
welderwade@gmail.com

OBJECTIVE: Obtain an entry-level welder/metal fabricator position where I can use my current skills to benefit the company, as well as develop new skills.

QUALIFICATIONS:

- Understanding of welding symbols and blueprints.
- Proficient in TIG, MIG, and STICK welding processes.
- Familiar with welding carbon steel, stainless steel, and aluminum.
- Experience welding flat, horizontal, vertical and over head positions.
- Knowledgeable and proficient with hand tools, power tools, air tools and metal shears

EDUCATION:

Welding Technology, A.A.S. May 2011
Dakota County Technical College - Rosemount, MN

WORK EXPERIENCE:

Lino Lakes Service Center - Lino Lakes, MN 11/08-12/10
Technician

- Tow-truck operator for light and medium duty vehicles.
- Assisted automotive technicians with installing and removing vehicle parts.
- Repaired tires and performed tire exchanges.
- Provided excellent customer service and managed any issues that came up.

Pizza Hut – Farmington, MN 05/09-07/09
Associate

- Delivered orders in a timely fashion.
- Prepared orders for delivery.
- Took customer orders over the phone and counter.
- Cleaned and sanitized store at the end of shift.

Plastics, Inc. - Burnsville, MN 08/08-11/08
Assembler

- Operated plastic injection presses.
- Inspected parts for defect.

Jane Coordinator

123 Street West
Town, Minnesota 12345
(612) 555-4567

OBJECTIVE: Special Events Volunteer Coordinator

EXPERIENCE:

Area Coordinator

9/09 –present

Volunteer Income Tax Assistance (VITA) Program
State of Minnesota, Department of Revenue, St. Paul, Minnesota

- Analyzed demographics of eighty possible locations for tax assistant sites.
- Selected ten centers based on results of evaluations.
- Developed marketing plan for program using local media sources to recruit volunteers and program usage.
- Communicated with professional community and civic leaders to coordinate effective evening sites a three-month period.

Project Coordinator

3/07-7/09

Indochinese Refugee English as a Second Language (ESL) Tutorial Program
Hennepin County Community Services, Support Services Unit, Minneapolis, Minnesota

- Interviewed, recruited and supervised all prospective volunteers, increasing program participation by 200% in one year.
- Initiated and implemented support system by planning a follow-up training session—participant evaluations showed session effective in meeting expressed needs.
- Researched and investigated Immigration/Refugee Services and Resource Centers to design a materials file which facilitated volunteer support and effectiveness.

Support Staff Counselor

5/03 –1/07

Outreach Group Homes, Incorporated, Minneapolis, Minnesota

- Supervised six mentally handicapped adults to allow them to live within a residential setting in the community.
- Responsibilities included creative planning with residents to identify low cost and interesting resources within the community.
- Taught residents basic independent living skills.

WORKSHOPS: Participated in Volunteer Director Conference, ESL Tutor Training, Government Monitoring, Self-Esteem Workshop

EDUCATION:

Certificate, Meeting and Event Management May 2011
Dakota County Technical College, Rosemount, MN

Bachelor of Arts, Sociology May 2002
Metropolitan State University, St. Paul, MN

BEFORE YOU SEND OUT YOUR RESUME

- ✓ Your name, address and phone number should be at the top of your resume and not the word “resume” or any other heading. The font for your name should be bolded and a larger font size (14) than the rest of the text (11-12).
- ✓ Your objective should clearly state what type of position you are seeking.
- ✓ Personal information should not be included in your resume. Avoid any mention of age, family, religion, appearance etc.
- ✓ List information first that closest relates to your objective. List your jobs starting with your most recent, and move backward.
- ✓ You do not need to list every job. Go back approximately 10 years if applicable or list your last three positions.
- ✓ Make sure to mention your applicable skills, including any languages you are fluent in other than English.
- ✓ Be sure to list volunteer or extra-curricular activities that relate to your goals.
- ✓ If your education has prepared you for the position you are looking for, emphasize that by listing the relevant courses taken and list your education directly below your objective. Do not include your GPA if it is under 3.0.
- ✓ Try to avoid paragraphs in the resume. Bulleted sentences that start with an action verb are easiest to read.
- ✓ Most resumes should be able to fit onto one page or two pages without being too cluttered.
- ✓ Review your information to avoid repetitive information or words that appear too many times throughout the resume.
- ✓ Avoid fancy fonts and paper. This could detract from your resume.
- ✓ Check for spelling, grammatical or punctuation errors. Have someone else proofread it. A single misspelled word could cost you an important opportunity.