



Resume Writing Tips



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What is a Resume?

A brief summary of the education, experience, accomplishments, and other professional qualifications of a person, such as that prepared by one applying for a job.



What is a resume?

A reflection of:

- Work Experience
- Education
- Accomplishments
- Professional Qualifications
- Professionalism
- Writing Skills
- Formatting Skills



Importance of Proper Resume Writing

Gives the reader a better understanding of:

- Prior work experience
- Strengths
- Job qualifications
- Educational background
- Personal background
- Level of professionalism
- Potential as an employee



Preparing To Write a Resume

- Understand the needs of the organization
- Understand the responsibilities and requirements of the position
- Research resume examples
 - Career-planning workshops
 - Career counselors
 - Online websites
 - Educational institutions
 - Professional acquaintances



Understanding Resume Formats

- Chronological format
 - Traditional format used
 - Presents education, work experience, and activities
 - Uses reverse chronological order starting with the most recent criteria
- Functional format
 - Non-traditional
 - Organizes skills and accomplishments into job task groupings that support stated career objective
 - Puts less emphasis on actual work experience
 - Helpful for people new to the working world



Writing a Traditional Resume

- Heading
 - Full name
 - Permanent address
 - Telephone number(s)
 - E-mail address(es)
- Objective (optional)
 - Personal mission statement
 - Focus on position applying for
 - Limit to 2 to 3 sentences



Writing a Traditional Resume

- Education
 - Institution(s) attended and address(es)
 - Graduation date (month, year)
 - Degree and concentration
 - GPA
 - Awards/scholarships



Writing a Traditional Resume

- Experience
 - Use reverse chronological order
 - Use functional headings to list types of experiences (i.e. leadership, research, business, etc.)
 - Identify organization, location, job title, and dates employed
 - Brief description of tasks performed (especially if it can relate to job applying for)



Writing a Traditional Resume

- **Skills**
 - List skills alphabetically or chronologically by which is most related to position applying for
 - Brief synopsis of skills (i.e. Computer Skills – Lotus, Excel, Powerpoint, etc.)
- **Interests**
 - Brief synopsis of personal interests (i.e. Exercising, Reading, etc.)



Critiquing a Finished Resume

- Proofread at least twice
- Check for spelling errors and correct grammar
- Check for consistency and formatting errors
- Have a professional proofread for suggestions
- Proofread once again after alterations are made



Printing a Resume

- Use a resume weight paper
- Use a neutral color such as white or ivory
- Laser print if possible
- Have matching envelopes and paper for cover letters.



Resume Do's

- Be relevant
- Be positive
- Be accurate
- Be brief
- Be specific
- Write it yourself
- Make it error free
- Use bulleting for lists



Resume Don'ts

- Discuss height, weight, sex, race, religion, marital status, children, or salary history
- Discuss anything controversial or that can offend
- Use slang language
- Mention anything irrelevant
- Have spelling or formatting errors

