



Resumes

KEEP IN MIND:

- Tailor your resume every time you apply for a job. The resume should respond to the specific job description or vacancy posting.
- Employers are only interested in relevant information, so ask yourself what matters most about your experiences or skills in the scope of this particular job.
- Be honest, but go ahead and brag a bit – you are trying to convince the employer that you are the best person for the job.

HOW DO I START?

1. **Write *everything* down:** It's a good idea to have a master list of all your work, volunteer, and leadership experiences, including names and numbers of previous employers in case you need to provide references and important details and dates. This doesn't have to be pretty, nor will all this information fit on your official resume, but a master list allows you to keep track of what you may want to share with employers.
2. **Research:** It is vital that you learn about the job and the company or organization. What does the company value? What seems to be the company culture? What is the mission of the organization? This information can help you make decisions for your resume.
3. **Content:** Put yourself in the employer's position: what is going to seem important or relevant as they search for the right fit? Highlight experiences that match the job and look at your previous experiences from new angles. What did you do in a retail job that would translate to a sales position? What skills did you hone as a barista that prepared you to work as a nonprofit fundraiser?
4. **Pick a layout:** Find a template that you like. Depending on your field, you may need to keep it traditional (e.g., accounting, engineering) or you may have some room to get a little more creative (e.g., arts). Talk to someone in your field and use online resources from the Carson College of Business or the Academic Success and Career Center (ASCC).

WHAT SHOULD MY RESUME INCLUDE?

The Basics:

- Name and contact information, including a professional email address
- Education – degrees (completed and in-progress), majors, certificates, graduation date

Relevant Information:

- Relevant Experience – job title, company name, dates, and 2-3 bullet points concisely, precisely describing your responsibilities (start each bullet point with a strong action verb)
- Relevant Coursework – if you're still in school and don't have much experience in the field you're applying to, this is a great way to showcase skills you might have gained in class.



Choose one or two classes and describe the projects completed or skills learned in those classes. You can also include participation in school-sponsored events here.

Showcase Sections:

- Volunteer Experience – this can be similar to Relevant Work Experience if you’ve done a lot of community service or held long-term volunteer positions that relate to the job.
- Leadership Positions – show how you can handle responsibility alongside personal interests
- Skills – list relevant and significant skills you possess, such as speaking another language (or two!) or proficiency in a coding program. Do not include things like Microsoft Office that are pretty standard by now, or vague statements like “Good with people.”
- Accomplishments & Awards – include academic honors, sports achievements, recognition from previous jobs, etc.
 - The most important thing is showing the employer that you are qualified, so you may not have every section here on your resume.

What NOT to Include:

- ❖ Objective Statements – these only tell employers what they already know: you want to work for them. The only time this is helpful is if you are applying to a large company and want to make sure that your resume is considered for the correct position.
- ❖ References – it’s assumed that you will provide references if the employer asks, so there’s no need to include that statement on your resume. You only have so much space, so use it wisely!

FORMATTING

- Think of formatting as a tool to emphasize certain things. Use spacing, indentation, and bold/italics to accomplish your goal. Print it out to see what you don’t notice on a screen.
- Look at resumes in similar fields and jobs so you don’t submit a resume formatted for a photographer to the employer seeking a lab technician. Find a template that you like.
- Headers can be bold or all-caps, while descriptions of your responsibilities should be in bulleted lists for ease of reading.
- A resume should be one page, and you should use the whole page. Many people fill up the vertical space very quickly but have a lot of white paper left on the right side of the page.
- Look at the alignment of different elements and sections and be sure you are consistent across the entire document. This applies to font, spacing, sizing, location of details, etc.
- Start each bullet point with a strong verb. Find a list of resume verbs or active verbs online.
- Be consistent with your verb tense. Experiences of the past should use verbs in the past tense (-ed). You do not need to include “I” to start these statements; start with the verb.

NOW WHAT?

Get someone’s feedback, revise, and proofread very, very carefully.