



Tips on Writing a Résumé

What is a résumé?

A résumé (also spelled resume) is a brief document summarizing the education, employment history, and skills an applicant has. The purpose of a résumé (along with a cover letter) is to show employers of your potential and hopefully get an interview. Try to keep your résumé under 2 pages if possible. This document is meant to give a short glimpse into who you are.

Generally, résumés contain 4 main sections:

1) Contact information, 2) Education, 3) Experience, and 4) Honors, activities, & skills

Contact

List the following information.

- Your full name
- Your phone number(s)
- E-mail address & your address (If you are living on campus you could include a separate line with your local or campus address)
- Your web address/URL (this could be a LinkedIn account)

Education

Include any and all education completed or in progress. For example, if you are working towards an associate degree, you should include that. Depending on the position you seek and on your own educational history, you might choose to leave out or keep a high school diploma/GED. Include any professional or technical schools, especially if it is relevant to the job you are applying to. Be sure to include the following:

- Full name and location of schools (city and state/country)
- Type of degree(s) earned (including major, minor, concentration of study)
- Date of graduation, actual or anticipated
- Grade point average (GPA) if over 3.0. Include honors.

Experience

Emphasize your past and present employment and/or participation in **relevant** activities to the job you are applying for. List your most recent work or volunteer experience at the top and order the rest of your experience in reverse chronological order. You might include a brief list of responsibilities you complete for this position. Sometimes this section uses the following headings:

Work Experience, Professional Experience, Work History, Field Work, Volunteer Work, and other Relevant Experience

Honors and Activities

Highlight relevant activities and honors received. Communicate how these activities and honors will make you an asset to the organization. Include the date the award was received and the dates of involvement in an activity.



Academic Success

An honors and activities section might include the following:

- Academic awards and scholarships
- Membership in campus, national, or international organizations (include any leadership positions held)
- Certifications and other work-related awards
- Volunteer community service positions

Skills

Emphasize skills acquired from jobs or activities, rather than simply listing job duties, or titles held. If you do not have enough previous experience for a specific job you are seeking for, it is important to emphasize your skills pertaining to that particular job. For example, public presentation skills.

To prepare your skills section, you should:

- List activities, projects and special offices held
- Think of skills you have gained through those experiences.
- Group skills into 3 to 5 job-related categories and use these as headings.
- List your skills with significant details under the headings.
- Arrange headings in order of importance as they relate to your career objective.
- Arrange skills under headings in order of importance according to your goal.
- Include languages spoken here.

PAR Statements

Think about specific instances where you proved this skill. Ask yourself, is there a **problem** that I **addressed** and was able to **resolve**? What was the **result**? When you present your skills in this format you show potential employers that you put this skill in a concrete and measurable way. If for example, you increased sales by 30%, mention that figure. State how you contributed to a more efficient work environment. Doing this gives you an edge over other candidates who left out these statements. Be sure to state the problem, action, and result in **1** sentence.

Final Tips

Keep in mind that you can be creative when it comes to organizing your résumé. Remember not to go too crazy and maintain consistency with font, graphics, and spacing. This is only meant as a guide you may choose to mix some sections together or add another section not mentioned above. If you still have questions about how to set up your résumé, don't hesitate to ask us! Before sending out your résumé be sure to proofread it to ensure that you catch any errors present. If you'd like to be extra cautious, get a fresh set of eyes to give you feedback, such as a trusted friend, family member, or even a tutor!