RESUME WITING BASICS

Why You Need a Strong Resume

The purpose of a resume is to get you an interview. It allows you to show an employer your skills before ever meeting them. Because your goal is to be offered an interview, it needs to be fee of errors and well thought out so you can stand out amongst other applicants.

Components of a Resume

Contact Information: This includes your name, address, phone number and email address. Make sure this information is accurate and professional.

Summary of Skills: This can be a very short paragraph or bullet points. It should highlight your skills that would show value to the employer.

Education: This will begin with your most recent degree or institution attended. It should include the following: Name of institution, location, degree/certificate earned, date earned. If relevant, it may also include GPA or relevant coursework.

Experience: This may include current or past work, volunteer experience, and internships. It should include the following: Name of the company, location, title and date range that you worked or volunteered, as well as brief bullet points of your accomplishments.

Other Possible Components:

- Community Service
- Extra-Curricular Activities
- Volunteer Work
- Awards/ Scholarships

Resume Format

There are different resume styles depending your skill set and work history.

A *Chronological resume* is generally the most used and is appropriate for those with a solid work history and no gaps in employment history. The information should be in reverse chronological order (most recent first)

Functional Resumes don't necessarily highlight work experience and dates, but rather your skills and experiences.

Combination resumes combine chronological and functional. Generally, skills and experiences are highlighted first followed by a brief work history.

Professionalism

Email and Voicemail Always use a professional email address. A good example of a professional email address would include your first and last name. You never want to use identifying information such as birthday or anything else in appropriate. An example of an appropriate email address would be Johnathan.smith@gmail.com. An example of an inappropriate email address would be musclehead420@gmail.com. You don't want to miss an opportunity for an interview because of an inappropriate email address. Also be sure to have a professional voicemail message set up for employers to leave a message.

Social Media It is certainly okay to have social media accounts. In fact, employers may find it odd if they can't find you on social media at all. Employers may screen potential candidates by performing an online search. Be sure that all the content that you are affiliated with is appropriate and accurately represents your character. It would be best to remove anything that may harm your reputation or chance at being offered an interview.

Tips

- Make sure it is in the correct tense (anything you have done in the past should be in the past tense, anything you are currently doing should be in the present tense)
- Be sure to check for spelling/ grammar
- Use a 10-12 pt. font
- Your name should be bold and larger than the other text
- Try not to repeat key words
- Make sure to make an appointment with Andrea Scribner to review your resume before submitting it to an employer