

GUIDELINES FOR RESUME

Your resume is a marketing tool! It is the first impression an employer gets of you as a prospective employee. It should be relevant to your employment/career interest. There is no "right" or "wrong" format to use when writing a resume.

Resumes should include the following categories:

- I. Contact Information
- II. Objective (**must** be specific to type of work you are interested in)
- III. Career Summary (i.e., skills and qualifications) (May be used in place of Objective & Skills/Qualifications)
- IV. Employment Experience
- V. Education
- VI. Professional Memberships (if applicable)
- VII. Activities (if applicable)

Do's

- ◆ Choose a format that is unique and fits you.
- ◆ Only include necessary information, not your life story.
- ◆ Distinguish your name by using a larger font (22 pts.).
- ◆ Begin your resume with an overview or a synopsis of your qualifications instead of an objective if you can't come up with one specific to type of work interested in.
- ◆ Always use "action" verbs. Example: coordinate, manage, etc. Use correct "-ed-" for past jobs.
- ◆ Stress skills instead of listing numerous courses.
- ◆ Always put references on separate sheet with same heading as first page of resume.
- ◆ Include graphics and other designs only if your field of expertise is art or graphic design.
- ◆ Use simple, not complex terms.
- ◆ Use bullets, underlining, highlighting and indentations to show importance.
- ◆ Categorize volunteer and internships under employment experience or separate headings.

Don'ts

- ◆ Do not write your life story, only include necessary information.
- ◆ Refrain from using identifiers such as date of birth, Social Security number, high school graduation date, pictures, etc.
- ◆ Never use "I".
- ◆ Do not use complete sentences. Use phrases only.
- ◆ Do not mix fonts.
- ◆ Resume should not be any longer than two pages, preferably one page. Whether one page or two, pages must be full or as close as possible, no half pages.
- ◆ Do not include salary requirements unless requested by the prospective employer. Then, it should go in cover letter.

Last and most important . . . proofread . . . proofread . . . proofread!!!

Our Academic Assistance Center offers a service **free** to our students. It is called Smart Thinking. You may use this service to critique your resume if you like. The website is www.smartthinking.com. Results are within 24 hours.

[See reverse side for resume sample.]