

Developing a Resume

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What is a resume

- A resume is a quick summary of education, experience, & skills
- A resume is a tool to help you secure an interview, while presenting you in the most effective way possible

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What a resume is not

- a life history (a resume is not an autobiography, it is a sales brochure)
- all that an employer looks at when hiring
- proof that you are the right person for the job
- the most important tool in your job search
 1. You are!

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Do I have to follow a certain format?

- No, there is no official format
- You can set up a resume however you like
- The important thing is that you feel comfortable and confident in YOUR RESUME

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Formatting suggestions

- 1 inch margins
- Arial 10pt. or Times 12pt. font is recommended
- Work in reverse chronological order within sections
- Be consistent and make sure your resume is easy to read

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How do I keep an employer's attention?

- Initially, a resume only gets 10 seconds of an employer's attention
- Resumes that get read are usually:
 - 1 page long
 - Organized
 - clean and easy to look at

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Strategic layout for heading

- The sections should reflect what qualifies you for the position
- There is no specific order, however, make sure it is easy to read and organized
- The most relevant information to the reader should be of highest priority

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Possible headings to include

- Objective Statement
- Education
- Work Experience
- Co-op/Intern Experience
- Licenses/Certifications
- Leadership Experience
- Computer Skills
- Research Experience
- Volunteer Experience
- Campus Involvement
- Languages
- Honors & Awards
- Scholarships
- Interests

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What is an objective statement?

- An objective statement should say specifically why your resume is on someone's desk
- To obtain a position as (insert title) with (insert company)
- Your objective statement should change with each position for which you apply

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Education section

- List your degree, major, university, grad date
Ex. Bachelor of Science in Chemistry May 2006
Towson University Towson, Maryland
- Other possible items to include:

Minor/Emphasis

- GPA (Recommend including if 3.00 and above)
- Honors, awards, & scholarships relating to your major
- Significant courses to distinguish you from other applicants

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Work experience section

- Include
 - Position title
 - Organization name
 - Organization location (City & State)
 - Dates employed
 - Bulleted statements describing your responsibilities
- Example:

Event Planner	Sept. 2008-May 2009
UND Career Services	Baltimore, MD
- Organized resources and volunteers for events
- Developed marketing tools to promote events

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What is a bullet statement?

- It should begin with a strong action verb
- Use correct tense (implement vs. implemented)
- It should be concise, not a sentence or paragraph
- It does not end with punctuation

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Writing a bulleted statement

1. Brainstorm what your duties are/were and choose 3-4 of the highest skill level that are most relevant to the position you're applying
2. Think of what you learned/accomplished or abilities you acquired
3. Develop experiences into bulleted statements

Action + Object + Outcome

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Bulleted statement examples

- Organize collection efforts for monthly food drive

- Provide friendly customer-focused service leading to customer satisfaction
- Developed brochures for annual fundraising campaign
- Trained new employees on appropriate safety procedures

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Resume suggestions

- Utilize Career Service's FREE resume assistance
- Using bold and italics can make your resume stand out, if not overdone
- Print on resume paper (at least 24lb.)
- Be consistent with content and format
- Never use the pronouns "I" or "My"
- KISS (Keep It Short and Simple)

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Resume suggestions continued

Proofread, Proofread, Proofread

- Resumes need to be 100% error free
- Read out loud or ask a friend

Spell check will not catch everything

- Instrumental in ruining entire operation for Midwest Chain store
- I am a rabid typist

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Resume barriers to effectiveness

- More than 2 pages
- Disorganized
- Poor quality paper
- Spelling mistakes
- Grammatical errors
- Photocopied resume
- Irrelevant information
- Including graphics/photos
- Sending generic resumes
- Not sending a cover letter
- Having entitlement mentality "I have a degree, I'm smart, what can you do for me?"

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Reference page

- References should be on a separate sheet; on the same resume paper used for your resume
- 3-5 references are recommended (Ex: professors, supervisors, past supervisors, advisors)
- List first the reference who can best testify to your abilities

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When applying for a position...

- Understand that it's what you can do for the company that matters, not what the company can do for you
- Your resume should clearly state the RESULTS of having been employed and/or involved

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If you need resume assistance...

Career Services &
Cooperative Education
280 McCannel Hall
(701) 777-3904
www.career.und.edu