

## Your Résumé is a Marketing Tool

Your résumé is one of the most critical documents in your search for internships, part-time and summer jobs, full-time employment, graduate school, and networking introductions. Remember to highlight your knowledge and any experience that is relevant to the particular position you are seeking. If you are looking for different types of jobs, you may need several versions of your résumé.

## Email Résumé

Many companies today are requiring résumés be sent via email in response to ads, internet searches, and agency listings. It is best to follow the format as requested by the company (e.g. Text, PDF, Word document). Remember, you may not be contacted if an organization cannot open your résumé. Test the appearance by emailing the document to yourself.

## Résumé Sections

### **NAME, ADDRESS, PHONE NUMBER, and EMAIL**

Include a current mailing address, email address, and a telephone number with voicemail that is set-up and that you check regularly. Email and voicemail should always be professional.

### **OBJECTIVE**

Be clear, concise, and focus on the employer's needs. For example:

- Human resources generalist position in which a proven academic record, business skills, and internship experience would be valued.
- An entry-level public accounting position focusing on taxation which will utilize education and related experience.
- A human service position utilizing versatile counseling and program planning skills with fluency in Spanish.

### **EDUCATION**

- Include college(s) attended, degree(s), dean's list status, graduation date(s), major, minor, and certificates (if applicable).
- List your cumulative GPA if above a 3.0. If it is under 3.0, but your major GPA is above 3.0, list only your major GPA.
- Include other related skills, such as languages, study abroad experience, etc.

### **RELEVANT COURSES**

- It is best to list courses in columns (courses in which you are currently enrolled can be included). Be sure to prioritize courses by listing relevant upper level courses rather than introductory courses.

### **PROJECTS/CERTIFICATES/RESEARCH**

- Select the one(s) that will enhance your résumé.

### **INTERNSHIP**

- Details of your internship should be listed the same as in the Experience section (see below).

### **EXPERIENCE**

- Include relevant full-time, internships, volunteer, part-time, and work-study positions.
- List job titles, site name, locations, and dates worked.
- Use short, active verb phrases to describe your responsibilities, accomplishments, and skills (see section on action verbs). Use present tense for jobs you hold currently and past tense for previous positions.

### **AWARDS**

- List awards. Explain any awards that are not commonly known and include dates received e.g. Skookum Award (demonstrated excellence in academics, co-curricular activities, athletics, volunteer work, and community service).

## COMPUTER SKILLS

- List relevant computer applications, languages, programs, software, and hardware with which you are familiar: Microsoft Office, Word, Excel, Access, PowerPoint, PageMaker, FrontPage, Photoshop, Visual Basic, C++, AutoCAD, and MATLAB, LabVIEW, Outlook.

## ACTIVITIES/CLUBS

- List relevant activities, offices/positions held, and dates participated.
- Describe your roles if it will add value.

## REFERENCES

- References should be listed on a separate document. Choose three to five individuals.
- List the name with title (Mr., Ms., or Dr.), job title, employer, employer address, telephone number, and email address.

## Résumé Appearance

1. For most undergraduates, a one-page résumé is most appropriate and preferable. A two-page résumé may be acceptable for some fields; however, only use two pages if you have relevant information to communicate and include the most important information on the first page. Make sure your name and a page number appear on the second page. Do not print as a double-sided document.
2. Choose white or ivory, 24 pound, cotton fiber résumé paper. Make sure your résumé will produce clean, clear photocopies. The Career Center has résumé paper and matching envelopes for your use.
3. Do not use a template to create your résumé. Take the time to design your page layout. Style your résumé to be consistent and easy to read. Be consistent! Use font size 11 or 12.
4. Carefully have your résumé proofread by several individuals who know you. Do not rely on spell check. Check for grammar, spelling, and punctuation. Remember you are ultimately responsible for the accuracy of your document.

## The Delbridge Career Center is here for you!

Stop by the Career Center if you need help getting started and for a review of your résumé draft. Upload your résumé to Handshake, the Career Center's new career development platform (<http://wne.joinhandshake.com>).

## ACTION VERBS

accomplished	coordinated	instructed	predicted
achieved	counseled	interacted	prepared
adapted	created	investigated	prioritized
addressed	decided	lectured	processed
administered	delegated	maintained	programmed
advocated	demonstrated	managed	promoted
analyzed	designed	mapped	provided
arranged	detailed	maximized	publicized
assembled	developed	measured	reduced
assessed	edited	mediated	reorganized
assisted	established	memorized	researched
balanced	evaluated	modified	resolved
budgeted	examined	motivated	reviewed
built	expanded	negotiated	scheduled
calculated	facilitated	observed	selected
coached	formulated	operated	serviced
collaborated	gathered	ordered	simplified
collected	generated	organized	sold
compiled	helped	participated	solved
complied	identified	perceived	strengthened
completed	implemented	performed	supervised
conceived	improved	persevered	taught
conducted	increased	persuaded	updated
contributed	initiated	planned	utilized