

# Resumes

An effective resume focuses on the organization to which you are applying, so select the details that display your particular skills and achievements for that job. When you are applying for positions in different companies or for different jobs, you will need to tailor your resume to fit each one. Because readers are likely to take only a short time to look at your resume, they need to see the information easily and quickly. They won't search for your strong points. Keep the following guidelines in mind:

## Basic Resume Guidelines

- 0 Provide a visually appealing format
- 0 Reduce information to prevent overload and clutter
- 0 Use parallel headings and bullets for emphasis and clarity.
- 0 Limit to one page if requested.
- 0 Make it unique. Find a way (see below) to highlight your special abilities in relation to the specific job you're applying for.

## Action Verbs for Your Resume

One of the best ways to set your resume off is to make it one of the best written. When it comes to this special genre called resume writing, a defining hallmark of strong writing is the use of specific, muscular verbs to begin each description of your skills and accomplishments. The use of these verbs also builds your persona as a strong, active employee:

## Strong Verbs

acted	extended	persuaded
adapted	forecast	planned
administered	generated	prepared
advised	governed	presented
analyzed	guided	processed
assessed	handled	produced
began	headed	programmed
built	hired	promoted
calculated	implemented	provided
cataloged	improved	raised
compiled	increased	recommended
completed	initiated	recruited
conducted	installed	reorganized
coordinated	integrated	represented
created	led	revised
decided	maintained	scheduled
defined	managed	selected
demonstrated	marketed	sent
designed	modified	spoke
developed	negotiated	spearheaded
directed	obtained	supervised
distributed	operated	surveyed
edited	ordered	trained
established	organized	transmitted
evaluated	oversaw	updated
examined	performed	wrote

## Resume Sections

Be sure to vary the order of your resume's sections according to the job you are seeking. Ditto for the names of those sections: Vary what you called the section ("Experience" vs. "Job Experience") depending upon the job you are applying for and your personal information. For example, a section entitled "Experience" would allow you to bring in non-work activities such as volunteer experience. Also keep in mind that many company specific job boards require you to use the section names provided to you.

### Name

Use your full name, not a nickname or initials, unless you have a good reason not to.

### Address

If you need to include two addresses to insure someone can make contact with you, do so. Include dates, if necessary, and all possible contact information: phones, email, and fax numbers if you have them. If you have a web page, make sure that it looks professional and fits the standards expected in your field. Do not include a present work address. Doing so can be potentially embarrassing for you, your present and potential employers--as well as possibly cost you a job you are otherwise qualified for.

### Email Address

The popularity of this form of communication requires some special attention to it. Now is a good time to take advantage of the many free email services available today and set up an account dedicated to your job search. Also, find an email service that will allow you to use your name in a recognizable way without a puzzle of numbers or other characters attached to it. You want plain and professional. This is also the time to ditch clever, descriptive handles such as: "SweetLover127" or "MatrixFan0101."

Madeline Denise Kane	
<b>College Address</b> 521 Cary Quadrangle Savannah, GA 31409 (912) 555-1211 cell: (912) 398-0000 <a href="mailto:mdkane@gmail.com">mdkane@gmail.com</a> (Until May 15, 2008)	<b>Permanent Address</b> 1523 Elmwood Parkway Nobleton, IN 46623 tel: (765) 555-8789 cell: (765) 427-1111 <a href="mailto:mdkane@gmail.com">mdkane@gmail.com</a> (After May 15, 2008)

### Career Objective

The statement of a career objective is not required on all resumes. If one is required, be sure that you label it "Career Objective" if you can and place it immediately below your name and address section. Limit the objective to one to three lines that describes the position you are applying for and summarizing your qualifications for that position. Again, this is a section of your resume that should change according to the job you are applying for. Whether you choose to write the objective in sentence or phrase format, follow these guidelines:

#### Guidelines for Statement of Career Objective

- 0 Word the objective according to the job you are applying for with this resume.
- 0 Mention only the experience, skills and education that address the requirements of this particular position.
- 0 Include the exact job title as found in the job listing.
- 0 Do not say what you want ("to learn" or "to gain experience"). Emphasize what you can do for the company.
- 0 Be specific:

**Too General:** A position using my skills and experience in communication.

**More Specific:** A position as assistant editor allowing me to use my skills and four years experience as a researcher, copyeditor and feature writer.

### Education

As someone preparing to receive the bachelors degree, this is an important section for you. But don't limit this section to your bachelors work. For any degree or certification that you have, include:

- Name of institution attended
- Name of degree and graduation date (month/year format)
- Major, minor, or specialization
- Optional: grade point average. Format: your GPA, followed by a slash, then highest point on scale. Example: GPA: 3.7/4.0
- Use the format that best fits your resume and provides the emphasis you need:

<b>Options for Education Section</b>	
University of Maryland University College Bachelor of Arts, May 2008 Major: Communications GPA: 3.7/4.0	Bachelor of Arts in Communications, May 2006, University of Maryland University College, GPA: 3.7/4.0

Depending on the position you are apply for, you may want to list some upper-level courses you've taken that are particularly relevant, or you might list special courses that are different from those everyone in your major must take, especially capstone seminars, senior theses, or honors courses in which you completed special projects. If appropriate, indicate computer programming languages you know and application software you can use.

### Experience or Work Experience

Time to toot your own horn. Don't be dishonest, but don't be shy. You have to be willing to sell yourself in that you convey the image of a dynamic, engaged, proactive worker who can handle responsibility and carries out tasks in a professional way. This is also the time to use the list of strong verbs:

**Research Intern**  
*Savannah Magazine*, Savannah, GA, Summer 2007

- Gathered all necessary information on cultural events
- Researched performers & celebrities
- Fact-checked stories for accuracy

### Skills

A skills section can be especially useful for younger job applicants whose list of experiences is just beginning. This section allows you to list legitimately acquired skills that were acquired in a variety of ways in addition to the jobs you've held: club projects, volunteer activities, offices held, part-time jobs that otherwise would not be included on a list of professional experiences:

**Management**

- Chaired a committee to prepare and institute new election procedures for Student Government
- Evaluated employees' (work study students) for monthly reports to administration

**Communication**

- Wrote weekly advertisements for school-related entertainment events
- Represented Communication majors in negotiations with university administrators
- Spoke to potential funding groups at charity events

**Programming**

- Designed a program to record and average student grades
- Designed and implemented an accounting program to record and track Student Government's annual \$90,000 budget

## **Resume Styles**

The two basic approaches to constructing the sections of your resume are by date (Reverse Chronological Resume) or by skills (Functional or Skills Resume). Generally, the older and more experienced you are, the more that the Reverse Chronological style would best present you. And the reverse logic applies for those just beginning their careers: they might be better served by the Functional or Skills style.

### **Reverse Chronological Resume**

This organization highlights your current job and responsibilities, so if you use this style make sure your current position is directly relevant to the one you are applying for. Beginning with your current or most recent job, list your employers and their addresses (city and state only). Each employer should be followed by the dates of employment and a bullet list of your duties, responsibilities, skills and accomplishments. Each item on the bullet list should begin with a strong, descriptive verb. See examples attached.

### **Functional (Skills) Resume**

This resume style emphasizes all of the skills and abilities you've gained through jobs, life experiences, and organizational activities. The Skills Resume allows you to pick and choose skills and relate each one to the job description you are applying to. Arrange the skills from the most to the least relevant. This approach is particularly appropriate when the skills you've acquired are more impressive than the jobs you've had. See examples attached.