

Résumé Writing

The Basics of Writing an
Effective Résumé

Résumé Rules...

What are the Absolute, Unbreakable Rules of Resume Writing? There are **only** a few absolute rules in resume writing! These rules, however, are absolutes:

- No typing errors.
- No misspellings.
- Do not tell a lie or mistruth.
- Do not include any negative information.

Categories NEVER Included on a Resume

- Height, weight, age, date of birth, place of birth, marital status, sex, race, health, social security number.
- Reasons for leaving previous job(s)
- Picture of yourself
- Salary Information
- References (more on this issue later)
- The title "Resume"
- Religion, church affiliations, political affiliations

Things to include

- Identification
- Objective
- Education
- Experience (work or volunteer)
- Honors and Achievements
- Extracurricular Activities

Identification

- Name (no nicknames i.e. “Scooter”)
- Permanent address and phone number (including area code)
- Include your email address only if you check it frequently and have a professional sounding address (not Partygirl2007@yahoo.com).

Objective

- Just one sentence
- Generally, this is what you hope to achieve with this resume.
 - At this point, it might be something like, “to be admitted to Florida State University as a freshman in the fall of 2008”.
 - Or “to be hired for *a certain type of employment*”

Experience (work or volunteer)

- Five Components:
 - Job Title
 - Name of Employer
 - Location of employment (city and state)
 - Dates of employment (month and year only)
 - Description (start phrase with action verb)

Use Action Verbs!

Keep it brief and to the point

Organized

Communicated

Directed

Planned

Created

Assisted

Supported

Initiated

Solved

Reported

Edited

Analyzed

Described

Developed

Managed

Led

Sold

Designed

Tie skills to context

How have you applied them?

Excellent communication skills

vs.

Presented detailed information related to resume writing in strategic career planning workshops

And now for the numbers...

- Conducted presentations for student orientation program
- Led over 10 presentations to groups of 50 middle school students introducing them to the school's academies.

Education

- Ida S. Baker High School
Cape Coral, FL
Expected date of graduation: June 2008
- List your G.P.A. only if it's over a 3.0

How to list information

- List all information in reverse chronological order (most current information first)
 - Yearbook editor (2007)
 - Junior class president (2006)
 - Homecoming committee chair (2005)
 - Leadership committee (2005)
 - Key club (2004)

Appearance

- Use standard 8.5x11 paper
- Select bond or resume paper in white or ivory
- Limit your resume to one page
- Avoid fancy type
 - Suggested san serif fonts – Arial or Universal
 - Suggested serif font – Times New Roman
 - Suggested font size: 12 or 11 points

Appearance (continued)

- Capitalize and bold section headings so they stand out.
- Keep a one-inch margin on all four sides of the page
- Avoid “cute” artwork or photos
- Double space between sections
- Single space within sections
- Use bullets at the beginning of a list

Templates: To Use or Not To Use?

What About Those Resume Wizards in Microsoft Word?

- Word's Resume Wizards are increasingly popular with students.
- They can be help get you started with categories for your resume.
- **CAUTION:** Formats are not geared to college students and can cause students to set up your resumes inappropriately. If you use Wizards, adapt them to recommended guideline for college students.
- **FURTHER CAUTION:** Since so many college students are using Resume Wizards, employers are seeing an awful lot of resumes that look exactly alike.

Sample Résumé

- <http://www.forks.wednet.edu/FHSMMAIN/Library/studentportfolio3-6-03/portfoliopieces/Junior/Sample%20Resumes.doc>

Résumé Sites

<http://msn.careerbuilder.com/MSN/Category.aspx?categoryid=CL>

<http://jobsearch.about.com/od/teenstudentgrad/a/studentresume.htm>