



# 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”.

# 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.