

# PREPARING A RESUME

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A well-written resume will accomplish a number of objectives:

1. Provide you with a vehicle to communicate with a wide range of people
2. Assist in organizing your career in clear and concise terms
3. Facilitate face-to-face presentations and networking

Over 95% of all hires are introduced by a resume. A resume should show that an individual is well organized and has given a considerable amount of thought to representing his or her qualifications. Overall, it is probably the most inadequate part of anyone's job hunting plans. Many opportunities are missed because the resume:

- Lacked pertinent data
- Described too much irrelevant information
- Was difficult to read or understand
- Contained mistakes and made a poor visual impression

Be sure it is prepared personally even though you might get outside assistance. You are the only one applying for the position and it should contain your thoughts, your ideas, and your descriptions. Anything less is not enough.

## **THE RESUME SHOULD:**

- Build on your strengths and accomplishments
- Clarify experience and career progression
- Be concise, logical and to the point
- Be tailored to your needs and have a feasible objective
- Be results oriented
- Be targeted to a specific job

## **THE RESUME SHOULD NOT:**

- State salary information (unless specifically requested)
- List your reasons for leaving previous employers
- Generalize about your background
- List personal or professional references
- Include a picture
  
- State Race or Religion
- Overuse the first person pronoun (i.e., I, me, my)

## Heading (Personal Information)

Your full name, home address, city, state, zip code telephone numbers and e-mail address should be the initial information listed at the top of the first page.

## Objective/Qualifications Summary

Prospective employers want to know your specific objective and/or areas of interest. In some instances, a qualifications summary may replace the objective and demonstrate a broader range of capabilities.

## Special Skills

Make note of proficiency in foreign languages, computer working knowledge, and other information you believe is relevant or makes you a more interesting candidate.

## Education

Each degree should be listed with the highest award being noted first. If you do not possess a college degree, this information should be mentioned after your work experience. You may also note any work related courses or seminars that have been completed, study abroad programs, honors received, special projects only if relevant.

## Work Experience

Include internships, summer jobs, relevant volunteer work. Your work experience should always be presented in reverse chronological order with the most recent position noted first. Include your title, company name, its location, dates of employment, and major duties. A prospective employer is particularly interested in your most recent experience (last 3-6 years) so that it might be related to present job openings. If you have been with a company for several years and have had various positions or assignments, then your experience should be explained in terms of those specific assignments so that it will reflect greater proficiency and diversification. Again, stress accomplishments over duties and responsibilities.

## Outside Activities

Reflect any outside organizations that complement your role in the company, i.e. technical and/or professional societies, or local and national associations that have an impact on your job in some manner. Leadership roles may also be mentioned.

## Salary Information

It is **strongly recommended** that information regarding your present or required salary **be omitted** from the resume. Your requirements can reasonably change with the position. This subject should be discussed when

your interviews have been completed or at such time when the details and/or requirements of the job are known.

### **Special Data**

Be sure to include any additional information that can reflect positively on your candidacy, i.e., special achievements and awards.

### **References**

It's sufficient to say that references are available upon request, as long as you are prepared to supply them at some point. No harm done if you elect to scratch this reminder to employers. Only provide a reference sheet to employers who ask for it.