

Education and Careers: Job Seeking

Resumes

Purpose of a Resume

- Entice reader to interview you
- First impression of you
- Should be
 - Memorable (in a positive way)
 - Attractive (format consistent, good use of white space, symmetric and aligned)
 - Error-free (no typos, spelling or grammatical errors)



What Goes on the Page?



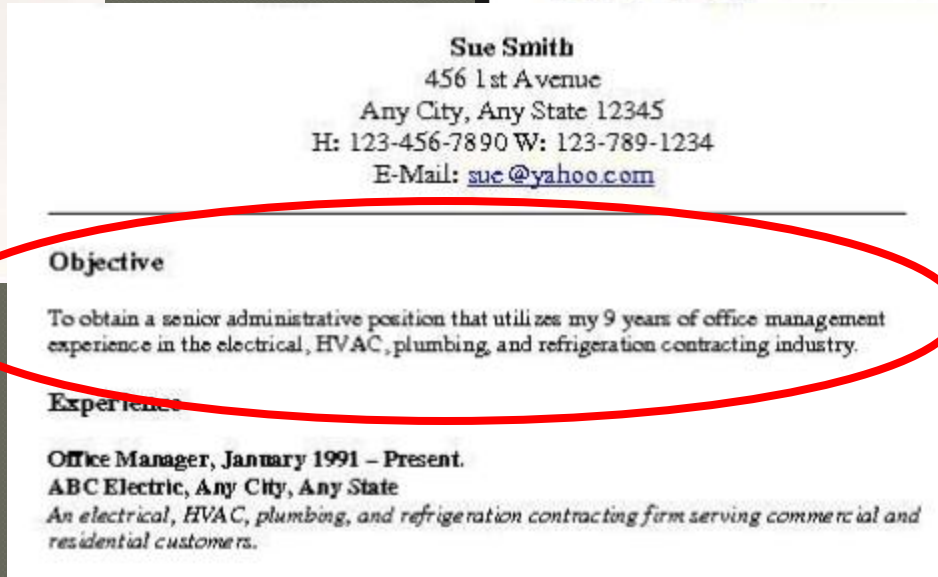
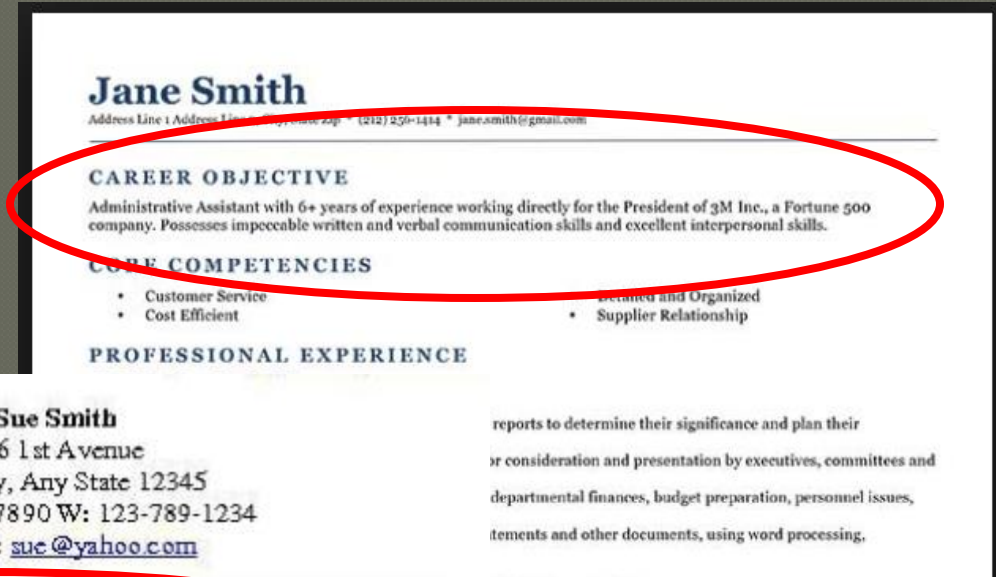
- Like expensive real estate
- Only put the items with the most “bang for buck”

What Order Does It Go on the Page?

- After name and contact info...
- Most “sellable” first
 - Education
 - Work Experience
 - Volunteer Experience
 - Skills
 - Awards / Achievements
- Could be different depending on the who you give resume to

Career Objective

● To use or not to use... you decide!



Name and Contact Info

- Top of page
- Same for resume and references sheet
 - Separate page for references
- Full name
- *Reliable* contact number(s)
- *Appropriate* voice mail message
- *Professional* email address



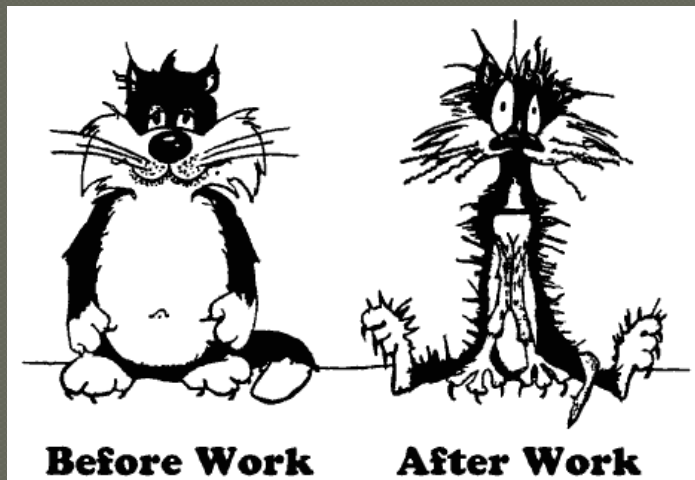


Education

- Dates – month/year; same format
- Name of school
- No grade; just anticipated date of graduation
- Incl. electives related to marketable skills (e.g., computer fundamentals, accounting, etc.)
- Include courses outside of high school (e.g., St. John's Ambulance – CPR)

Work or Volunteer Experience

- Two separate sections if you have both
- Dates
- Name of company/organization
- Bullet list of duties
 - Start each bullet with an action verb



Awards and Achievements

○ Include

- Academic awards
- Athletic awards
- Extracurricular/service awards
- Succinct description of achievement
 - E.g. placed first in Kiwanis Festival viola competition



○ Dates (year(s) only)

Skills

○ Include

- Languages (oral and written fluency)
- Computer software (“proficient”, “knowledgeable”, “basic knowledge of”)
- Typing speed
- Swimming level
- Etc.

Interests

- Use as filler
- Include ones that enhance application
 - “reading”, “learning new software”, “cooking/sewing, etc” – follows instructions well
 - “playing sports” – team work, discipline
- Avoid
 - “shopping”
 - “playing computer games”
 - “watching TV”



References

- “Available upon request.”
- **NEVER** list references on resume
 - Should be on a separate sheet
- Need to have 2-3 references
 - Academic
 - Work/volunteer
- Heading same as resume
- See example

Notes about Formatting

- ◉ Use **ONE** font style only
- ◉ Minimum 12 pt font size
- ◉ Differentiate text based on
 - Size of font, bolding, italicizing
 - Do not use underline
- ◉ 1" margins
- ◉ Consistency in
 - Indenting (ensure text lines up)
 - Bullets (ensure same size)
 - Date format (e.g., Feb 2014, Mar 2014, Apr 2014)

If you email it...

- Always save as a PDF file and then send
- Guarantees formatting won't change
- PCs - Google "dopdf" and download program
 - Free, "clean", useful
- MACs – File, Print, bottom left of print screen – print as PDF