

## Tips for Writing Resumes

\*The average resume gets 10-20 seconds of attention.

### Goals/ Purpose

- Show how you fit the job
- Get an interview

### Two Types of Resumes

1. Chronological Resume – emphasizes progression of career and steady work history (use when continuing in an established field)
2. Skills/ Functional Resume – categorizes experiences under several key skills

### The Basics

1. Identifying Information
  - name (centered at the top of page 1, in header of 2<sup>nd</sup> page)
  - address, phone, fax, and email
2. Statement/ Professional Objective

One to two sentence statement of what YOU are looking for in a position.

  - A. Type of position you are seeking
  - B. Where you want to work
  - C. Aspect of the field you are interested in/ skills to employ

i.e. To attain a challenging teaching position in a small public university requiring expertise in anatomy, neurobiology, and histology.

i.e. To attain a challenging academic position in a small public university incorporating skills in anatomy teaching, undergraduate research, and lab coordination.
3. Education

List education in reverse chronological order.

Include: Degree, Name of Institution, Location of Institution, Year of Graduation, Department or Major; Academic Honors (i.e. Magna Cum Laude), and Professional certification/ accreditation

#### 4. Experience

List 3-5 experiences that highlight skills essential to the position.

On the first line of each experience, list:

Job title, name of organization, location (city, state), and time of employment in years.

Don't assume that the job title suffices. Be specific about activities. Identify accomplishments not just responsibilities. Quantify accomplishments.

Organize experiences in a structure that matches the priority skills of the job.

Use action verbs in past tense or present tense form.

i.e. Change "... was responsible for operation & maintenance"  
to "maintained and operated ..."

#### 5. Honors/ Awards

\*\* Some experts advise you to drop this section from the resume while others say to include it if the honors and awards are relevant to the job.

#### 6. References: Attached or Included

Put references on a separate page.

Include the references' full name, job title, place of employment, relationship to you, full address, phone, fax, and email.

\*\* References are used by employers as a final check following the interview.

\*\* If the perspective employer knows a reference, this can be a powerful influence for hire.

**Do's**

- Read and reread the job ad (What are they looking for?)
- Limit length to one page (two pages maximum)
- Use paper matching that of the cover letter
- Use good formatting (Appearance is importance!!!)
- Left justify margins
- Use standard type (Helvetica, Times New Roman, Courier)
- Use a readable font size (10-14 pt / 12 pt is typical)
- Highlight/ Bold section headers (font size may be increased)
- Use flawless spelling, punctuation, and grammar
- Minimize abbreviations
- Use specifics (in job titles and job responsibility descriptions)
- Proofread **MULTIPLE** times

**Don't Do's**

- Do not use reverse chronological format when 1<sup>st</sup> entering the job market
- Do not include your high school education
- Do not include date of birth, marital status, or salary requirements
- Do not use graphics and shading