



All About Resumes

A resume is a written summary introducing you and your accomplishments, abilities, skills, qualifications, and experience to a potential employer. To properly manage your career today, you need a resume or resumes that will work for you in a variety of ways.

The Traditional Resume

The traditional resume provides your prospective employer with an informative, attractive description of yourself and the skills you are trying to market. It must be highly polished and pleasing to the eye.

- Use a word processing package and print on high quality bond paper.
- Make sure the resume is grammatically perfect.
- Make use of fonts and styles.
- Necessary for face-to-face meetings with networking contacts and hiring managers.

Scannable Resumes

Scannable resumes are scanned into a computer and chosen by a hiring manager based on keyword content. These resumes should be easily “readable” by a computer.

- Avoid embellishments such as underlining, bold, or over-stylized text.
- Include a keyword summary to make it easier for a computer to select your resume.
- Use standard fonts and typefaces – such as Arial, Helvetica, Optima, Universe, Times New Roman, Palatino, and Courier between 10 and 14 points.
- Use high quality, light-colored paper in standard size. Print only on one side of the page with a printer.

Tips for a Successful Keyword Summary

- Use enough keywords to define your skills, experience, education, professional affiliations, and industry background.
- Use jargon and acronyms specific to your industry.
- Increase your list of keywords by including specifics. For example, list the names of software and versions you use.

E-mailable Resume

Many employers request resumes via e-mail. Preparing your resume for e-mail is a fairly straightforward process.

- Three popular file formats are Plain text (.txt), Rich text (.rtf), and Hypertext (.html). Plain text is the most widely used format on the Internet.
- Avoid boldface, underlines, italics, special fonts, type sizes, and margin settings. Also, use the space bar instead of Tab.
- Make each line no longer than 60 characters.
- In addition to an attachment, an e-mail resume may be sent as part of the message itself. Copy and paste your plain text resume into the body of your e-mail message.



All About Resumes (Cont.)

Basic Resume Sections

Identifying Information

Place your name, address, phone number, and e-mail address at the top of each page. Make sure you provide a telephone number where you can be reached or a message can be left. The identifying information should be left justified in a scannable resume.

Objective

- An objective focuses the resume and communicates the position you are seeking.
- Be broad enough to merit consideration for related jobs.
- Be specific enough to show employers a focused goal.
- Define your functional area of interest.
- Identify the type, size, and scope of the organization you want to work for.
- Describe the level of position you seek.

Education

- List education and degrees in reverse chronological order.
- Provide the name and location of institutions as well as academic major.
- Note honorary societies, academic honors, and graduation with distinction.
- Relevant coursework may be included for recent graduates.
- Research and/or publications are listed for applicants with a Master's and/or Ph.D. degree.

Experience

- List each position held in reverse chronological order.
- Include the company name, city, state, a brief description of the firm, dates worked, title, position, and key accomplishments.
- Record past work experiences in terms of transferable skills.
- Begin each descriptive phrase with an action verb, e.g. managed, achieved, etc.
- Make sure the work history section is relevant to your objective.

Note: An optional category can be titled Relevant Experience. This section would describe pertinent, unpaid experience.

Activities and Accomplishments

- Reveals how you spend your spare time.
- Provides insight into your involvement and participation with individuals and groups.
- Include hobbies, activities, and membership in organizations, especially where you hold a leadership role.