

Resumes

There are three primary types of resumes in common usage today:

1. Chronological Resume (for professionals with experience in field)

- Focuses on amount of time you have spent in the field
- Highlights multiple positions

2. Functional Resume (for recent graduates)

- Emphasizes experience gained in positions over the length of time you held a position
- Offers great detail in bulleted position descriptions

3. Scannable Resume (for job searches at careerbuilder.com, monster.com, etc.)

- Searchable by keyword "hits," so emphasis on keyword nouns
- Uses plain text: minimal formatting necessary (no bold or italics)

Basics

Appearance

- Consistent spacing to develop a balanced effect: at least 1" wide on all sides of resume
- Bold type, underlining, italics, and CAPITALIZATION to highlight information
- Font size of 10-12 points and popular, non-decorative fonts including Times and Arial
- NEAT-- no handwritten corrections on resume
- Computer generated using a letter quality or laser printer
- 8 " x 11" paper of good bond quality and 25-100% cotton content; white or off-white

Length and Writing Style

- 1-2 pages (no page 2 if second page has less than 12 lines)
- Name and page number on top right of second page
- Short, parallel phrases, not complete sentences
- Begin each statement with an action verb (organized, presented, developed, created...)
- No "I," "me," "my," etc.
- State present position in present tense and past positions in past tense.

Important!

- Current information only
- No personal information (marital status, religion, ethnicity, age etc.), photos, or references
- Don't overdo stylistic effects such as italics and bold. Be consistent.
- Check repeatedly for grammar, spelling, and typing errors. Ask others to review the resume, or make an appointment at the University Writing Center.

Sources:

"Preparing your Resume for the Internet and Posting it Online." *The Riley Guide: Resumes and Cover Letters*. 10 Mar. 2001. <www.dbm.com/jobguide/eresume.html>.

"Resume and Cover Letter Development." University of Wisconsin at Milwaukee. 10 Mar. 2001. <http://www.uwm.edu/Dept/CDC/jobsearch_preparation_resume.html>.

Resumes

Resume Content and Structure

Follow these guidelines concerning what your resume should include and how it should look.

Contact Information—make this easy for readers to see

- Name
- Address, Phone, and Email

Career Objective Statement (optional)

- Include the type of position or occupational field you wish to enter, your special interests, skills, and experiences or immediate and long-term goals.
Example: Advising position using student service experience and a proven ability to apply excellent communication and interpersonal skills.
Example: Assistant Product Manager position using business education, marketing experience and well-developed communication and organizational skills.

Education

- For Educational Institutions, include
 - Institution name, city, and state
 - Post secondary degree(s) received and date earned or dates enrolled (with most recent first). Include major, minor, area of concentration or specialization
 - Significant job-related secondary education experience.

For Educational Highlights (optional), include:

- Major courses, special projects, thesis, research projects
- Honors, awards, scholarships, overall and/or major G.P.A. if over 3.0
- Relevant extracurricular activities. (This category may be a separate section or divided into subsections depending on the type of information presented.)

Experience/Work History

- Include employment, fieldwork, student teaching, internships, volunteer work, etc.
- List position title, employer or setting, city, state, and dates held (in reverse chronological order)
- Emphasize responsibilities, accomplishments, and skills.
- Make sure to use parallel phrases for each bullet.

Other Important Information (optional): “Accomplishments,” “Skills”

- This category may be separate sections and titled according to the type of information presented.
- Certifications, licenses, publications, presentations, research
- Memberships, professional associations, military or community service experience
- Computer skills (software and hardware), languages, etc.

References (optional)

- Include a statement indicating that references are available upon request.
- If an employer requests a list of references, enclose a reference sheet.