

# WRITING A RESUME

## *What is a Resume?*

- A brief history of your accomplishments projecting what you can do to make an immediate contribution
- An introduction to the employer
- The purpose of a resume is to schedule an interview, not to obtain a job
- Typically 1, but sometimes 2 pages highlighting skills and experiences in an easy-to-read format

### *Sections to consider using...*

- Education
- (Related) Experience
- Summary / Objective (IF APPLICABLE)
- Relevant Coursework
- Honors / Awards
- Research / Projects
- Leadership
- Activities / Volunteer Work
- Certifications / Licenses

### *Sections to not include...*

- References
- Pictures
- Personal Information



## *What's the right format? Options...*

**Chronological** – Your education and career timeline in reverse timeline order

**Functional/Skills** – The emphasis is more on your experiences and less on dates and employment history

**Combination** – A combination resume is organized into two parts or pages. The first part of a combination resume is a functional format, which highlights skills and accomplishments. The second part of the combination resume is a reverse chronological work history.

**Curriculum Vitae** – The primary difference with a “CV” is the length and content and is typically used when applying to graduate school or when applying for teaching or research positions at a college, university or research institution.

## *Things to keep in mind*

- Employers spend about **6-8 seconds** reviewing each resume
- Concentrate on **what is in it for the employer!**
- Bullet listings of job descriptors; use short and direct statements, beginning each with an action verb
- Bold degree/major, jobs, involvement related to field