



RESUME OVERVIEW:

A resume is a brief highlight of your work and leadership experiences, educational background, and skills as they relate to the type of job you are seeking. A resume is designed to get you an interview. Think of this as a marketing brochure describing your skills and accomplishments. The goal is to differentiate yourself from your competition.

TIPS FOR CREATING A GREAT RESUME:

- Your resume should be no more than one page.
- Your education should be at the top.
- Custom design your resume for each position you apply. Read through the job description and highlight any skills and experiences they mention are required. Keep in mind many companies use scanning technologies to pick up keywords so use your business/industry lingo.
- Catch the reader's eye with use of bold print and bullets. Don't use long paragraphs and never use pronouns, like "I organized...."
- Stick to one font and organize the information in reverse chronological order – most recent experiences listed at the top.
- Accentuate the positive. Do not just show what you did at the organization, highlight what you did for the organization. Quantify your statements with percentages, statistics, and numbers when possible.
- Use action verbs to begin your bullets (created, delegated, performed, constructed, created) instead of passive verbs (took, had). For past tense activities, use past tense verbs (supervised, engaged, developed). For current activities, use present tense verbs (supervise, engage, develop).
- The following items could be deemed inappropriate for a resume: religion, race, gender, high school information (unless applying for an internship and it is relevant), height/weight, date of birth, or a photograph (in some cases).
- Use light colored resume paper (white, ivory, beige) that will copy cleanly
- Use the same paper for your resume and cover letter.

RESUME CONTENT...The different subject areas should be in bold to create an effective flow for the reader.

- **Heading**
 - Full name
 - Address (you may want to include both permanent and present addresses)
 - Cell phone number
 - E-mail address: Be sure to use a PROFESSIONAL email address that includes at least part of your name.
- **Objective**
 - The objective is an optional category that indicates the type of work you are seeking. Employers prefer objectives that are specific and concise. If you know the exact position you are pursuing or field that you are considering, you may include an objective. Otherwise, you may omit this category.
- **Education**
 - Degrees should be listed in reverse chronology.
 - Names and locations of schools or programs
 - Graduation date
 - Degrees or certificates
 - Major and minor
 - GPA (if above a 3.0)



- Awards/Honors/Scholarships
- Study abroad experiences

Example:

Master of Business Administration, expected May 2011
University of Mississippi, Oxford, MS

Bachelor of Business Administration, May 2008
Major: Managerial Finance Minor: Real Estate
University of Mississippi, Oxford, MS

- Related Coursework or Related Course Projects (optional category)
 - This section can also be included in education. It is used mainly when you are lacking related experience but want to demonstrate specific knowledge. List the titles of courses you have taken that relate to the position for which you are applying. Even better would be to bullet out a class project showcasing the skills developed, using industry lingo.
- Experience
 - Include full-time and part-time jobs, summer positions, volunteer work, military service, internships, self-employment, research projects, and activities if they are directly relevant to the position. In some cases, you may wish to divide this section into categories like “Related Experience, Additional Experience, Relevant Experience etc.”
 - Include:
 - Your job title
 - Employer name
 - City/state of employer
 - Dates of employment
 - Bulleted descriptions of your responsibilities including your skills and accomplishments
- Honors, Leadership, Research, and Professional Affiliations (optional category)
 - Activities or leadership positions that demonstrate job related skills
 - Honors or awards (scholarships may or may not be relevant)
- Skills
 - You might want a section listing computer skills if you are highly technical. Be specific, listing product names and version numbers if possible. Indicate your level of knowledge with terms such as “working knowledge of” and “proficient in.”
- References
 - References should not appear on your resume, nor should the phrase “references upon request.” Your potential employers will ask for references when they need them. For your references, ideally the people should have supervised you or rated your performance in some capacity, such as a former boss/supervisor or a professor you know well.
 - You should always ask ahead of time if someone will serve as a reference, and gather their contact information.
 - You should also provide your reference with a resume so he/she can speak intelligently about your background and other experiences.



- Make sure to notify your references about each position you apply for, that way they can give their best “pitch” for you in a certain role.
- Also, be sure to THANK your references.