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# RESUME WRITING

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The résumé is your most important job search tool. Your résumé should effectively summarize your education, experiences, and accomplishments in a way that demonstrates your qualifications for the type of position you are seeking. Your résumé may have a variety of sections, but should include the following sections: *Contact Information, Education, Work Experience, and Activities*.

In developing a résumé, you are encouraged to:

- Pay careful attention to spelling, grammar, punctuation, and writing style
- Organize information in a logical fashion
- Keep descriptions clear and to the point
- Limit to one page if possible
- Use a simple, easy-to-read font

Use good, high quality, 100% bond paper that is white or off-white. Do not print on both sides of a page. Include your references on a separate page. Remember, your résumé is your introduction to who you are and what skills you can offer an employer!

## Building an Effective Resume

### Step 2: Inventory Your Experience

A résumé is a professional reflection of you as a potential employee. The goal is to showcase confidence in your ability to fulfill the qualifications of the position for which you're applying. Follow these steps to create a more effective résumé:

#### Step 1: Getting Started

**How do you get started?** You should begin your résumé with a heading that includes your name, address, phone number, and email address. You may want to include a permanent address and alternate contact information. Be sure to include a zip code and telephone area codes.

**What have you learned?** The *Education* section highlights the knowledge you have acquired, and can include training, certifications, or licensure. List all degrees earned (or date to be earned), majors, concentrations, and institutions. List the degree title before the institution name. You may also want to include your GPA (especially if cumulative or major GPA is 3.0 or higher), relevant coursework, academic honors, or study abroad experience. Dean's list, honor societies, and academic awards may all be listed, but if you have many activities and awards you may want to include them in their own honors section.

**What have you done?** The *Work Experience* section highlights your (paid or unpaid) work-related accomplishments. Employers want to know what you have done and what experience you have that is worthy of consideration. Experience includes full-time jobs, academic research projects, internships or co-op positions, part-time jobs, or volunteer work. When describing each experience, give the position, title of organization, city, state, and dates employed. Use action verbs to begin each statement describing your accomplishments and duties on the job. Quantify people, products, and profits if possible.

### Step 3: Match Your Experience and Skills with an Employer's Needs

The content of your résumé will change between applications to different jobs. Take care to mention skills that you possess that are required for the particular job to which you are applying. Additionally, change the wording of experiences and skills to match the type of position for which you are looking.

### Step 4: Organize Your Resume Effectively

Organize your résumé in a way that reflects your best self. Name and contact information should always be first; however, you should organize what is the most important to you (and to your targeted employer) from the top of the page down. Keep in mind that additional categories can be created to represent your various strengths. Some additional sections include: *Honors/Awards, Leadership Activities, Relevant Skills and Experience, Special Interests, and Accomplishments*. If one area outweighs another as an asset, it should come before other sections.

References should always be presented on a separate page. Prepare the reference page with the name, title, name of organization where the reference works, address, telephone number, and email address of each reference. Make sure that your reference are aware that you have included them on your list. On your résumé, you can indicate *References Available Upon Request* at the bottom of the page.

### Step: 5 Creating Your Draft

**Length** Your résumé should be easy to read; if it is too lengthy or jumbled, your potential employer may disregard it. Most undergraduates should keep their résumé to one page, but a two page resume is an option for job seekers with more experience. If you are leaving out vital information because you want to keep your résumé to one page, add a second page. Be sure to include your name on the second page.

**Phrases** Use brief yet descriptive phrases rather than sentences.

**Format** Balance the layout by making all four margins equal. Your résumé should be visually pleasing at first glance. White space helps important information stand out to the reader.

**Production** Use good quality 100% bond paper in a conservative color such as white, gray or beige.

**Verbs** Describe your skills, abilities, and accomplishments using action verbs. Use present tense for current duties and past tense for prior tasks. Do not include first person pronouns like "I" or "my."

### Step 6: Ask For Comments On Your Resume

Always get a second opinion on your résumé. You know your intentions, but your wording might not be clear.

A second opinion can help you correct mistakes before a potential employer does. Second opinions can come from a personal appointment with Career Development. A friend, advisor, employer, or professor can also offer comments on your résumé.

## Step 7: Evaluate Your Résumé

How does it look? Here is a checklist to help you evaluate:

### Content

- Name is at the top of the page and highlighted by large font
- Descriptions are action verbs with a consistent verb tense; current job is in present tense while past jobs are in past tense
- Repetition of words or phrases is kept to a minimum
- Capitalization, punctuation, and date formats are consistent
- There are no typos or spelling errors and grammar is correct
- There is a rationale for each piece of information included

### Organization

- The best assets- whether education or experience- are listed first
- The document is easily reviewed; categories are clear and text is indented when needed
- The dates of employment are easy to find and are in a consistent format
- Listings in different sections run from most recent to least recent

### Format/Design

- Bold text and capitalization are used minimally and consistently
- Margins and line spacing keep the page from looking too jumbled or crowded
- Spacing and font size are consistent
- Font is easy to read and no smaller than 10 point size (preferably not smaller than 11 point)

## Résumé Dos and Don'ts:

### Do:

- Print on quality résumé paper.
- Use an easy-to-read font, 10-12 point.
- Use short phrases rather than sentences
- Ensure your résumé is free of spelling, grammar, and typographical errors.
- Generally, a one-page résumé is typical for entry-level positions and new college grads.
- Have your résumé critiqued.

### Don't:

- Use personal pronouns (e.g. "I," "my," or "me")
- Include high school information, especially as a junior or senior in college
- Include personal information such as age and marital status.
- Rely on spell check to catch typos
- Use abbreviations.
- List references
- Use sentences
- Use a header; electronic scanning programs often don't read the info in headers.

## Action Verbs

<i>Management Skills</i>		<i>Communication Skills</i>		<i>Clerical or Detailed Skills</i>	
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed	improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured	mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited reconciled spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated	organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated
<i>Research Skills</i>		<i>Technical Skills</i>		<i>Teaching Skills</i>	
clarified collected critiqued diagnosed evaluated examined extracted identified inspected	interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained	operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated	evaluated explained facilitated guided informed initiated instructed persuaded stimulated
<i>Financial Skills</i>		<i>Creative Skills</i>		<i>Helping Skills</i>	
administered allocated analyzed appraised audited balanced budgeted calculated computed	developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated	instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited	facilitated familiarized guided referred rehabilitated represented

## Career Development

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