




Preparing a Resume

Be a Master Student

Preparing a Resume

The resume is your
MARKETING tool and you are
the Product



A **RESUME** is an individually designed document that focuses attention on those aspects of your background which are most relevant to your current employment objective. It should portray you in a positive professional manner and can open interview doors. As an important tool in your job-search strategy, it should receive a significant amount of your time and energy.

The words included in your resume should be carefully chosen so that they introduce your skills and experiences to potential employers. Resumes are used as a screening device to select candidates for interviews.

Advance Preparation

Education

Degree

School: Graduation Date:

Major: GPA:

Honoraries

Scholarships

Offices held



Advance Preparation

Work Experience

- ✓ Dates Employed
 - ✓ From _____ to _____
- ✓ Employer
- ✓ Division
- ✓ Position Title
- ✓ Key Responsibilities



Preparing to Write

◆ Content

- ◆ What do I say/not say ?

◆ Format

- ◆ How should it be organized ?

◆ Style

- ◆ How should I say it ?

Advance Preparation

Defining Your Value

- ✓ Ask a small group of friends to describe your greatest attributes. What adjectives would they use to describe you?
- ✓ What are your weaknesses?
- ✓ What is your greatest knowledge?
- ✓ What are your strengths ?

Advance Preparation

Defining Your Value

- ✓ In reviewing your life to date
 - ✓ What are your most significant achievements?
- ✓ Education
- ✓ Business
- ✓ Personal

Advance Preparation

Writing Style

- ✓ Write a concise statement about your objectives and interests
- ✓ Target your resume
- ✓ Use action = result description
- ✓ Make your resume visually pleasing
- ✓ Always include dates for each stage of your career
- ✓ Make sure your resume has been proofread for spelling, grammar and clarity
- ✓ Represent your role and achievements accurately
- ✓ Don't include irrelevant information

Chronological Resume

- ◆ Name, Full Address, phone ,
 - E-mail address

- ◆ Objective, Summary or Profile

- ◆ Education
 - Formal first degree
 - relevant courses

- ◆ Work Experience
 - Date
 - Position Title
 - Company
 - City, State, Zip Code
 - Selected accomplishments

- ◆ Professional Memberships

- ◆ Honors

- ◆ Volunteer Work or Community Service
 - Brief description

- ◆ Note: The resume should be tailored to the position

Cover Letter

The Cover letter is your introduction to the employer. It summarizes who you are and what you want.

The cover letter

- ◆ displays your writing skills
- ◆ communicates motivation
- ◆ demonstrates your research on the employer
- ◆ highlights your professional approach
- ◆ Should be no longer than $\frac{3}{4}$ of a page

◆ Opening paragraph

- The position you are applying for including the job number.
- Your interest in the position

◆ Body paragraph

- Why you are suited for the job
- How you match the job requirements
- Related work, experiences, training, skills, education

◆ Closing paragraph

- Your interest in an interview
- How to reach you

These books and video are available in the Career Services Center:

From College To Career - Donald Asher

How To Prepare Your Curriculum Vitae - Acy L. Jackson

Liberal Arts Power - Burton J. Nadler

Resumes For The Health Care Professional - Kim Marino

Resumes! Resumes! Resumes! - Career Press

Slam Dunk Resumes! - Steven Provenzano

The Job Search Handbook - John Noble

The Perfect Portfolio - Marilyn Seguin

The Resume Catalog - Yana Parker

Writing Resumes That Sell - Marilyn M. Kennedy