RESUMES

The word "resume" comes from the French meaning "to summarize", so a resume is not an autobiography. Think of your resume as an advertisement about yourself. Keep in mind that employers generally spend only 10 seconds to scan a resume; therefore, your "ad" must quickly identify for the employer:

➢ Who you are
➢ What you know
➢ What you would like to do
➢ What you have accomplished
➢ What you can offer to an employer

While there are different styles and types of resumes, we suggest that for most college students the *chronological resume* is the easiest to prepare.

KEY FACTORS (See sample resume)

1 Hiring managers now suggest that you do not put your street address on your resume to avoid security risks or economic profiling.

2 The objective should be as specific as possible.

3 Only list your GPA if it is 3.0 or above.

4 List your experience in reverse chronological order and begin phrases with an action verb. If possible, quantify your descriptions.

5 Only list hard skills (computers, equipment, licenses, etc.) versus your assessment of yourself (hard-working, dependable, etc.).

TIPS

❖ Use a 10-12 point font in either Times New Roman or Calibri. Use Microsoft Word, versus a template.
❖ You should have a one-inch margin around your resume.
❖ You may want to underline, capitalize or use bold-faced type for key headings, job titles, etc.
❖ Do not list "References Upon Request" on your resume. This should be a separate document.
❖ Omit personal pronouns on your resume.
❖ If printing your resume, use white or off-white bond paper. If printing your resume, use white or off-white, bond paper.