



Resume Writing

October 11, 2013



What is a resume?

An organized letter that communicates your personal history and experiences and wows prospective employers with your accomplishments and your strengths.

General Rules

- No single correct format
- Number of pages must fit the job applying for
- No more than 20 years of work history
 - not necessarily in order
- Few personal pronouns
- Use of power statements

Elements

Accomplishments

the WOW!

- Start with a \$, %, or #. Describe accomplishments in specific terms.
- Support that \$, %, or # with no more than 2 lines.
- Answer questions for prospective employer:
 - Can you make me money?
 - Can you save me money?
 - Will you fit in our culture?

Elements

Strengths

HOW you did the WOW!

- Qualities developed at early age
- Talents + knowledge + skills
- Incorporates **Power Statements**

Elements

Experience

the What and Where

- Be clear and specific about past responsibilities
- Tell something about the company if its name is not self-explanatory

Elements

Education

- Spell out degree names
- List highest degree first

Elements

Honors / Awards

- Use the ones that relate to the job applying for
- Describe community involvement cautiously

Elements

Key Words

- Use key words from job description applying for

Resume Red Flags

- Sloppy overall appearance
- Unexplained chronological gaps
- Static career pattern
- Typos and misspellings
- Vaguely worded job description
- Job hopping
- Overemphasis on interests outside work