

RESUME WRITING GUIDE

What is a resume?

A resume is a summary of your background, skills and qualifications, which is sent to employers for review. It is your personal marketing brochure to gain the employer's attention and provide the information they need to bring you to the next step in the hiring process, an interview.

Why is a resume important?

Your resume is often the first document that an employer would typically look at, so it serves as your first impression in the employment process. A well-written and formatted resume tells the employer a lot about your professionalism, and improves the chances for receiving an interview.

How should you prepare for writing a resume?

The best way to begin writing your resume is do a self assessment. Think of past successes and achievements that you have experienced and write them down. These could be related to academics, volunteer activities or work experience and can even include things like travel, hobbies or any life experience where you learned and grew. Once you have finished brainstorming, narrow down the points that you want to focus on and prioritize them based on their applicability to qualities an employer may find important. *You don't have to include every single point on your resume; quality is always better than quantity.*

What are the different types of resumes?

Chronological resumes organize work experience with the most recent employer first, followed by the next previous employment experience, and so on. Reverse chronological order helps the employer see the history of where you worked and is the most generally accepted resume type.

Functional resumes highlight groups of skills and capabilities rather than presenting them chronologically. For example, you can organize a variety of skills from school courses, job experiences and hobbies by organizing them into skill clusters (i.e. organization, administration, technical) in the main body of the document. This type of resume focuses the resume on relevant skills for the job, not your specific work history.

Relevant Coursework resumes take advantage of a student's skills developed in his/her coursework. Coursework can be used just like a job to show the employer both skills and knowledge developed during college.

What are the most important considerations for resume writing?

Resume writing is about selling yourself and the challenge is to write a resume that effectively showcases your talent. One of the best techniques is to showcase accomplishments rather than simply list out job duties or tasks.



