

Resumé Tips



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Develop a Resumé

Resumés are used to obtain an interview. They are not meant to serve the same purpose as a job application. Resumés should be designed to sell you, your skills, and your knowledge to an employer. Companies typically receive hundreds of resumés. They might only give each résumé a 10- or 15-second glance. To ensure your resumé gets a longer look, show how your skills meet the employer's needs or can solve their problems.

Remember, there is not one right way to develop a resumé. The style and information will vary depending on you and your particular situation. When you apply for different jobs, design a résumé targeted to each position and employer.

Name, address, and telephone number

Place at the top of the page. Avoid abbreviations and nicknames. Use the same name you used on your employment application.

Employment objective

This is a brief statement about the position for which you hope to interview. This statement should include only one objective or goal. State your objective clearly.

Choosing a resumé format

Choosing a format for your résumé is deciding the best way to highlight your skills and experiences. You can choose one format or combine two or more formats, such as chronological, creative, accomplishment, or recent graduate.

Identify skills to highlight

When developing your resumé, write down the skills listed on the job description. Which of your experiences has the most skills that match the employer's priorities? List those experiences toward the top of your résumé.

Writing skill statements

When writing the skill statements, describe your experiences. Ask yourself who, what, where, and how questions. If your experience was as a receptionist and you want to show your communication skills, ask yourself: Who did I communicate with? What was I communicating about? Where did this communication happen? How many people did I communicate with?

Qualifications and accomplishments

List your qualifications and accomplishments, such as sales records, patents, contracts, works published, money saved for companies, or improvements made.

Work experience

Include the names and locations of employers, beginning with your present or most recent work.

Volunteer work

If you have done volunteer work that shows you have skills or abilities related to the job you are seeking, it is generally helpful to include it. Use the same format as for your work experience.

Educational background

List the schools you have attended and diplomas you have earned at each school. If you did not graduate, state how many years you attended. Do not include dates. If you are a recent graduate, briefly describe activities, accomplishments, awards, honors, and athletics.

Military service

Include this section if you have had recent and extensive military service experience.

Additional information

Include facts relevant to your employment objective.

References

You may leave this section off your resumé. However, if space permits, you may insert a statement such as "References provided on request" at the bottom of your resumé.

Tips for an Effective and Attractive Resumé

What employers look for

Employers answer differently when asked what they think is a good resumé. Most employers, however, agree the resumé should:

- Give a single goal or objective. Be aimed at one job or employer.
- List your education, work history, and skills, using the order that best fits your goals and the job in question.
- Be skills specific. Don't list vague qualities such as "good work ethic," but describe actual achievements.
- Have white space showing.

Most employers agree the resumé should NOT:

- Have the word "resumé" at the top of the page.
- Be more than one or two pages in length.
- Contain the word "I". For example, instead of writing, "I processed books and billing monthly," simply write, "Processed books and billing monthly."
- Use statements like, "duties include" or "responsible for." Identify what you did using action verbs whenever possible.
- Include personal information such as age, height, pictures, etc.
- Mention volunteer work for special interest or political groups, unless you are applying for a job with an organization that fully supports the work of those groups.

Dates

Employers check the dates on your resumé looking for gaps in employment. Employers also routinely verify stated dates of employment with your former employers.



Make it attractive

Give your resumé eye-appeal. Use adequate margins, double-space after each section, be sure the type is clean and dark, and strive for an uncluttered appearance. Use bolding, underlining, capital letters, boxes, bullets, and spacing to emphasize areas. Use an attractive font that is easy to read and is no smaller than 10-point type.

Consistency is key

Do you always use one space after each header? Are you using periods after your skill statements? You don't need to write complete sentences. However, you do want to use consistent structure throughout your resumé. Check the tense you use in your action verbs. Are they all in the present or all in the past tense? A common technique is to use present with your current job. For all previous positions use past tense.

Proofread

Correct spelling and grammar are VERY important. Have the resumé checked by more than one person before you send it out.

Quality paper and printing

Choose a high quality, 8 1/2 x 11-inch white or ivory paper. Use between 20- and 24-pound 100 percent cotton fiber paper and a good duplicating process.



Unattractive Resumés

Y ritn ur resumé lk a txt aint hot

(Why writing your resumé like a text message is NOT HOT)

You probably understood that title without any help, but I actually had to use a text translator to even write it. I know that means I'm Old School, but when you get a job, your boss may be Old School too. So take 60 seconds to check out these five tips about avoiding text message lingo in your resumé and job applications:

(1) Don't drop the vowel

You know those five little letters (a, e, i, o, u) that you love to cut when texting? Be sure to include them in words on your resumé. Otherwise, employers will think that you can't spell.

(2) S and Z are *not* the same thing

It's important to talk about all of your *great skills* on your resumé, but not if you write "i hv gr8 skillz". Get what I'm sayin'?

(3) Abbreviations make the boss go "Huh?"

Although there are lots of abbreviations common in text lingo (b/c, CM, tffn, etc.), not everyone understands them. Including a line on your resumé like "Please LMK about the job" assumes that the employer knows what LMK stands for... but what if he or she doesn't?

(4) Punctuate

Periods, commas, and apostrophes take up valuable space in a text, I know! But you've got space on your resumé, so stick them back in your writing - in the proper places.

(5) Read it again

Finish a text and hit send? That's normal. With a job application or resumé, however, take some time after you've finished and read it over, or have someone else take a look. Chances are it still needs a comma, vowel, or other correction somewhere.