

Writing an Effective Resume



Writing an Effective Resume

- * Why you are writing
- * Organization
- * Presentation



Stand out from the crowd

- Include interesting and unique information
- Attempt best effort to make a first impression
- No chance to explain if you do not get an interview



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Summary of sections

Name

Address, telephone number, e-mail address

Objective

Education

Experience

Achievements and awards

Skills

Professional affiliations

Publications or projects

} Optional

Start with contact information

- Name (bold, not underlined)
- Address
- Telephone number
- Email address

Objective

- One or two sentences
- Type of position (part time, full time, summer internship)
- What position would you like to find?
- Emphasize how you will use your skills, not what you want to gain

Use the objective to stand out

Do not be needy:

Objective: To obtain a position that will allow me to advance my potential while seeking new challenges.

Show what you will contribute:

Objective: An entry-level position in mechanical engineering where strong leadership ability and good communication skills are needed.

Objective: Vice-president of aerospace engineering in an agency where extensive knowledge of thermodynamics and heat transfer are needed.

Education in reverse chronological order

Include schools attended beyond high school

List major and minor(s), supply interesting details

Include special or interesting aspects of your program

Experience also in reverse order

Dates of employment (*2003–present*)

Name and location of the company

Add specific detail that shows your organization, cooperation, responsibility with action

*Calling this section **Experience** allows you to include jobs for which you were not paid. Include:*

- military service
- internships
- volunteer positions

Achievements and awards

- Dean's list
- Scholarships
- Grants
- Prizes
- Nominations
- Professional societies
- Significant accomplishments
- Committees and leadership roles

Use the skills section

- Software programs and proficiency (Word, PowerPoint, Excel, FrontPage, AutoCad ...)
- Programming languages (include Visual Basic, HTML, PHP, ...)
- Abilities (based on experience)
- Languages and language ability

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Create an effective layout

Try to interest your reader visually

A clean, professional format with a little style

Extra white space makes it easy to read – set margins

Limit font to two choices

For text: a serif font like Times

For headings: **Arial** or **Helvetica** are good choices to add visual interest

Don't choose non-standard fonts like **Comic Sans** or *Lucida Handwriting*

Font size should be 11 or 12 point

Write concisely and vigorously

- A focused, targeted resume is best:
 - Avoid the temptation to go more than one page
 - Delete obvious information in order to highlight your unique qualities
- Find specific, dynamic verbs:
 - Use present (or past)
 - Include each verb only once
 - Consult online lists of “resume action words”

Make lists parallel

- ✓ Was responsible for staff of ten
- ✓ Present reports to consultants
- ✓ New reporting system was developed
- ✓ Leader of monthly staff meeting
- ✓ Coordinate monthly review

Make lists parallel

- ✓ Managed staff of ten
- ✓ Presented reports to consultants
- ✓ Developed new reporting system
- ✓ Led monthly staff meeting
- ✓ Coordinated monthly review

Use brief style like presentations

- Use more lists than sentences
- Arrange information in columns

Final thoughts ...

- Choose the correct tense and use it consistently
- Do not ask for a particular salary
- Be accurate and honest
- Print it out! Do not attempt to proofread on screen

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