

Resume Basics



What is a resume?

A personal summary of your professional history

- **Qualifications**
- **Education**
- **Work experience**
- **Activities**
- **Honors**
- **Special skills you might have**



Your resume is often the first impression a potential employer gets of you

Used by an employer to screen applicants

A resume is constantly growing and changing

Length: 1-2 pages typed

Paper: Use 8 1/2" x 11" 20 lb paper

Font: 10 to 12 point

Times New Roman

Arial

Georgia

Tahoma

Bold: Fonts for section headings

Avoid: All capital letters and italics



Specific for the position to which you are applying

Use action verbs to evoke authority and confidence

Correct capitalization, punctuation, and word tense

Use clear and concise statements

Use bullet statements

Error Free



Locate a desired position

Identify desired

- **Qualifications**
- **Skills**
- **Keywords**
- **Points**

In the position description





USED BY MOST JOB SEEKERS

This style is best for people whose job experiences closely parallel the positions for which they are applying

Works to build credibility through experience gained, while illustrating career growth over time

Present your education and work experience in reverse chronological order, beginning with your most recent experiences

Name of Company or Organization and Location

- **City, State**

Do not include

- **Employer's street address**
- **Telephone number**
- **Supervisor's name**
- **Reasons for leaving that position**

Job Title or Position

Dates, beginning and ending

- **October 2001 – October 2003**
- **If still employed enter the word Present or Current as the ending timeframe**

Concentrates on your Job Skills

Lists experience and skills sorted by skill area or job function

Used for positions that require a very specific skill set

Similar work experiences which would require repeating the same points under several job listings

Leads with a list of your job skills, followed by a chronological list of employers

Parts of a resume: Heading

Veronica Smith

567 View Dr. #1234

Beach, FL

(888) 555-1369

vsmith@hotmail.com

Put your name, addresses, phone number, and email address prominently at the top of your resume

Format contact information correctly

Avoid using a nickname to identify yourself

Avoid cute e-mail names

Remember when cutting and pasting to include the heading

This is an optional part of your resume

- **One sentence or statement that states the position you are applying for**

Avoid over generalized statements:

A position allowing me to utilize my knowledge and expertise in different areas.

Avoid statements that focus only on what a company can do for you:

A position where I get benefits and retirement funds.

Make the statement as specific as possible:

**A position which allows me to apply my background in engineering and high performance computing to biological problems or
Position as an Environmental Engineer.**

Summarizes your area of expertise and/or career interests in 3-5 bullet points

Relate your existing skills directly to the job you are seeking

Demonstrate what you can do for the company rather than what they can do for you

Include :

Number of years worked in a specific area

Experience with specific computer programs

If you're bilingual

Tells how you contributed to or what you did for that employer and your accomplishments

Make this section easy to read by using

- spacing
- **Bullets**

Specific detail will be determined by the relevance to the job you are applying for

Include information such as company name and location, job title, dates, and duties performed

(for Chronological or Combination resumes)

Parts of a Resume:



Where should you place this section?

Above or below your experience section?

It depends...

Which is stronger, your education or your work experience?

How much relevant work experience do you have?

Place strongest, most relevant section closest to top of the page

Education

May 2013 Northwest Florida State College
Bachelors Degree Business Management

OR

Education

Bachelors Degree in English, University of West Florida
Anticipated Graduation: December 2018

Reference Sheet is a separate document

Do not include

- **“References Available Upon Request”
on your resume, this is assumed**

Include the names, addresses, and phone numbers of your references

Always ask permission before you include any information on your reference sheet

Give your references a copy of your resume so they will be prepared to talk to employers

The Last Step.....



PROOFREAD!!!!!!!!!!!!!!!!!!!!

What to look for:

- Overall Appearance
- Personal Identification
- Sales appeal
- Correct Grammar, Word Tense, Punctuation, and Typos

Read résumé backwards

Have someone else proofread



Questions?