



Union College
Stanley R. Becker
Career Center

Resume Writing

www.union.edu/BeckerCareerCenter

BASIC INFORMATION

A resume summarizes your qualifications, experience, and education as they relate to your career goals. It highlights skills and accomplishments which support your candidacy for particular positions, and its primary purpose is to market you to a potential employer in hopes of winning you an interview, not necessarily to get you the job. The resume is the primary tool of your job search and may take several drafts to prepare effectively.

Part I: Resume Types

TRADITIONAL

In this case, traditional means “paper.” Although technology is allowing for some new and different ways for resumes to be distributed to an employer, a paper resume will never be replaced and will always be necessary to bring in hand to an interview.

ELECTRONIC

Email Resumes

The email resume is the most common form of an electronic resume. Write your resume in your email account, send a copy to yourself and save it for employers who ask for your resume via email. Note: margins in your email account may change the formatting of your resume; be sure to review it before sending to employers.

Attachments

When preparing to send out your resume electronically, be sure that you ‘keep it clean.’ Have a virus filter or detection software on your computer, so you don’t accidentally send a virus. Students may be disqualified if their resume arrives at an employer with a virus. Prior to sending, it is appropriate to ask an employer if the organization can or will open email attachments.

On-line Resumes on eRecruiting

Students can upload documents they create in Microsoft Word format (e.g., resumes, cover letters, and writing samples). During the upload process, the eRecruiting system automatically converts the Word documents into PDF formats and stores them in the system. Resumes can then be sent directly to employers when you apply for a position using eRecruiting.

Part II: Components of a Resume

Although there is certain information every employer will be seeking on your resume, feel free to develop your own categories to highlight your special relevant experiences and skills. It is frequently useful to separate your relevant or professional experiences from your other work experience by creating separate categories for these content areas. In this way, you can call more attention to your relevant skills by putting them in categories closer to the top of the resume so they are read first.

CONTACT INFORMATION

Use your full name at the top of the page, and set it apart from the body of the resume. List both your Present and Permanent Address (if applicable) with your complete telephone numbers (including area codes). You should also include an email address, since employer usage of this contact method is increasing. The key of this section is to make yourself as accessible as possible to the employer. Note: check your answering machine message or voicemail to be sure it is appropriate for an employer!!

OBJECTIVE (optional)

The objective is a concise statement, which explains what type of work you are seeking. Since the purpose of a cover letter is to state your objective in sending your resume, it is not necessary to include an objective on your resume if it is accompanied by a cover letter. If, however, you plan to distribute your resume without a cover letter (at a career fair or network event), you may wish to include an objective on it. An objective should include a job title and industry, but NOT a specific organization name. In writing an objective, you may want to include some combination of the following: a) the type of position you are seeking b) the type of industry/organization where you wish to work c) the type of skills you wish to apply.

EDUCATION

Always list the name(s) of the college(s) attended (including Terms Abroad), location, degree or certificates received, expected date of graduation (month and year only), and major. For upperclass students, high school activities and achievements should be eliminated unless they are very relevant to the job. Be sure to include information about your Senior Thesis or Senior Project, as these are both noteworthy and indicative of research and writing abilities. Honors or awards may be included here or in a separate section. If your GPA is less than a 3.0, you may want to consider leaving it off your resume, and emphasize your work experience instead. If your work experience is limited, consider stressing curriculum highlights that relate to your career field.

RELATED (OR WORK) EXPERIENCE

This is the most important component of your resume. It shows how your experiences relate to your career or job choice and demonstrates to the employer that you have the skills necessary to do the work. Include relevant experiences and skills gained from any of the following: full-time, summer, part-time work, internships, field work, special research projects, volunteer work, and extracurricular activities. For each experience, indicate your job title, name of the organization, city, state and dates of employment or service. Be sure to include the following: a description of what you did, using action verbs; skills acquired, utilized or enhanced from the experience; quantifying and qualifying information (i.e., # of people supervised, amount of \$ managed); promotions, progressions and advancements; level of responsibility. Present each experience in chronological order.

ADDITIONAL OR LEADERSHIP EXPERIENCE

This section would cover work that is not related to your field. You might include part-time positions and summer jobs without detailed descriptions. If you do not have room, it may be left off the resume.

SPECIAL SKILLS (Optional)

Employers are very much interested in skills such as foreign language fluency, or computer knowledge and proficiency. These skills are becoming increasingly important due to international trade and technological advancements.

ACTIVITIES (Optional)

Employers are looking for your ability to work as a team member, your leadership potential, initiative and well roundedness. This category can add depth to the resume by showing commitment and involvement outside of academic coursework and formal employment. Indicate leadership positions in clubs, organizations or athletics. Be sure to mention organizations relevant to your career interest. Include brief descriptions when necessary, and include dates.

HONORS AND AWARDS (Optional as a separate category)

Include Dean's List, Academic Honors, prizes for leadership or athletic excellence. This information can also be included under the Education heading.

REFERENCES (Optional)

Usually stated "Available upon request," if included. If space is at a premium, omit this section. If employers really want references, they will ask you for them. You will want to create a separate sheet on resume paper that lists only your references. **Note:** always ask permission of persons serving as your references before providing their name and contact information to an employer.

Resume Language

By Category

In a resume, you need to sound positive and confident. Choose action verbs that describe your skills, abilities and accomplishments.

ANALYSIS: Analyzed, Studied, Determined, Discovered, Calculated, Forecasted, Evaluated, Conducted, Identified, Interpreted, Investigated, Planned, Researched, Revised, Selected, Solved, Ascertained, Clarified, Pinpointed, Probed, Integrated, Appraised, Assessed.

LEADERSHIP/SUPERVISION: Explained, Governed, Guided, Presided, Scheduled, Stimulated, Trained, Recruited, Supervised, Managed, Orchestrated, Administered, Appointed, Controlled, Directed, Cared for.

COORDINATION: Coordinated, Controlled, Orchestrated, Directed, Harmonized, Maintained, Presided, Systematized, Shaped, Steered, Arranged, Assembled, Activated, Scheduled, Facilitated, Handled.

COMMUNICATION: Negotiated, Explained, Clarified, Interacted, Persuaded, Motivated, Petitioned, Presented, Promoted, Wrote, Recommended, Consulted, Interpreted, Debated, Synthesized, Counseled, Translated, Argued, Addressed, Authored, Collaborated, Communicated, Composed, Contracted, Corresponded, Published, Moderated, Reported.

TRAINING: Trained, Coached, Advised, Instructed, Educated, Oriented, Enhanced, Taught, Instilled, Briefed, Stimulated, Groomed, Enlightened, Guided, Motivated, Counseled.

ORGANIZATION: Organized, Collected, Arranged, Collated, Catalogued, Indexed, Revised, Scheduled, Systematized, Classified, Itemized, Specified.

SALES: Sold, Marketed, Distributed, Obtained, Promoted, Generated, Stimulated, Recruited, Penetrated, Energized.

MANAGEMENT: Planned, Administered, Fostered, Promoted, Consulted, Organized, Directed, Conferred, Discussed, Formulated, Contacted, Facilitated, Supervised, Trained, Prepared, Arranged, Coordinated, Marketed, Maintained, Analyzed, Recommended, Reviewed, Handled, Prescribed, Participated, Accomplished, Determined, Approved, Contributed, Established.

CREATION: Animated, Created, Initiated, Originated, Authored, Wrote, Designed, Composed, Conceived, Conceptualized, Formulated, Pioneered, Developed, Defined, Invented, Engineered, Fashioned, Founded, Illustrated, Mapped, Reproduced, Visualized.

GROWTH: Gained, Increased, Augmented, Amplified, Accumulated, Advanced, Heightened, Intensified, Strengthened, Maximized, Enhanced, Enlarged, Expanded, Broadened, Doubled, Reinforced, Concentrated, Condensed, Consolidated, Saved.

REDUCTION: Decreased, Diminished, Reduced, Lowered, Minimized, Alleviated, Curtailed, Curbed, Declined, Divided, Simplified.

DEVELOPMENT: Developed, Converted, Designed, Devised, Refined, Established, Improved, Improvised, Installed, Planned, Cultivated, Evaluated, Engineered, Explored, Examined, Researched, Analyzed, Upgraded, Updated.

EFFICIENCY: Streamlined, Facilitated, Expedited, Simplified, Combined, Converted, Eased, Mobilized, Remodeled, Reorganized, Repaired, Reshaped, Restored, Revitalized.

SUPPORT: Assisted, Participated, Augmented, Relieved, Boosted, Strengthened, Represented.

ACHIEVEMENT: Achieved, Elected, Won, Earned, Mastered, Maintained, Performed, Saved, Salvaged, Solved, Started, Succeeded, Utilized, Volunteered.