

Résumé Writing

What is a resume and why do you need one?

A resume is a document created to market your qualifications for a job and persuade an employer to invite you to interview. Your resume should be tailored to the type of job you are seeking; therefore, you will have multiple resume documents.

Types of Resumes

There are different types of resumes and your experiences determine the best resume format for you to use. If you need help deciding the best format, schedule an appointment with the Career and Disability Services Coordinator today!

Chronological	Most common and widely accepted format Information is listed in reverse chronological order (most recent first)
Functional	Used when transitioning to a new field or experience is unrelated De-emphasizes employer, dates, and titles with work history at bottom Skills are grouped into sections with accomplishment statements
Combination	Combination of the chronological and functional styles Includes skill sets and work history with accomplishment statements

The Basics to Get Started

- 1-2 pages (most recent grads or students will have one page)
- 11-12 point professional font (Arial, Times New Roman, Calibri)
- .7"-1" margins on all sides (same width on all sides)
- Use black ink, no colored text
- To emphasize use **bold**, *italics*, or CAPITALIZATION and stay consistent throughout
- Organize your content to reflect the position you are seeking
- Avoid large areas of white space (balance text on page)
- Use bullet points with brief descriptions. Do NOT write paragraphs!
- Avoid templates in word processing software. The templates are hard to edit.
- Print on resume paper, white or ivory is best
- PROOFREAD and have others proofread. Make sure your document is error free.
- Save as a PDF if using electronic to keep formatting
- Name the document appropriately if sending electronically (e.g. JohnDoeResume.pdf)

Essential Sections

Contact Information

This information should be at the top of the page and easy to read to allow employers to easily contact you during business hours.

- Full Legal Name (in 14-16 point font)
- Mailing Address
- Phone Number (change your voicemail greeting to something professional)
- E-mail Address (use a professionally appropriate e-mail e.g. johndoe14@gmail.com)

Education

Include all degrees starting with the most recent degree or the one you are currently pursuing.

- Degree title and major/minor (degree title as listed on your transcript)
- Name and location of college attended (City, State)
- Graduation or expected graduation date (Month, Year)
- GPA (optional)

Experience

This can be titled a variety of ways, but can include jobs, internships, class projects, or volunteer work. Include the experiences most relevant to the position. It is not necessary to include your entire work history (that will be on the application). For each experience include:

- Position title or role
- Employer or organization name
- Location (city, state)
- Dates of position (Months, Years)

Optional Components

Additional sections or components can be added to your resume to ensure employers see the information you would like to highlight for the position. These include, but are not limited to:

Coursework

Community Service

Awards and Honors

Activities

Professional Development

Language Skills

Leadership Experience

Service Projects

Computer Skills

Military Experience

Publications

Certifications

Accomplishment Statements

Rather than a list of tasks you completed at a position it is important to write accomplishment statements for each position. These statements convey skills that are transferable. These should include:

- Skills/Contributions/Actions that are relevant to the new position
- Benefits/results of the actions using dollar values, number, or percentages, if possible
- Industry specific terminology
- Action word to begin statements (see Action Verb resource sheet)

Examples

- Developed classroom curriculum for 6 week program designed for 30 4th grade students
- Resolved customer issues for a diverse population both in-person and on the phone

Information to Avoid

While some of this information might be included on the application; it is a good practice to avoid including this information on your resume.

Gender

Religion

Social Security Number

Height/Weight

Political Affiliation

Disabilities

Marital Status

Sexual Orientation

References (separate doc)

Birthdate

Age

Children

For further assistance please contact:

Becky Warren, Career & Disability Services Coordinator

UACCB – MCB 232E

870-612-2048 or e-mail at becky.warren@uaccb.edu