

RESUME GUIDELINES & TIPS

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RESUME: noun, ré-su-mé, rezə ,mā: a brief written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job.

Focus:

The resume must be able to stand alone without a cover letter. The reader must be able to immediately recognize the purpose of the resume.

Qualifications that match the job:

Identify skills, core attributes, and experiences that show your value to the reader -- tell the employer what you can do for them.

Action Verb + Skill + Task = Result:

Use this formula for writing a bulleted phrase that defines your work experience.

Balance:

Document must look aesthetically pleasing and fit on one page.

Font size/style:

10-12pt. Times New Roman, Arial, Calibri.

Speed:

Must be able to be scanned in 15 seconds or less.

Originality:

Avoid using templates from Word or other processing programs.

References on a separate page.

DEVELOPING STRONG BULLET POINTS

Map it out

Do not think about a job or experience based solely on what you did, but also what you gained and learned. Employers will be evaluating you based on what you can do for his or her company. Your past experiences are meant to determine whether or not your contribution will be positive.

Resume Tips

Remember that your social media presence is part of your image and part of your resume. Employers will check Twitter and other social media sites.

Tailor each resume for the position you are applying for and match language used in a position description.

Use PDF format when uploading or emailing documents to employers.

Use white space to indicate when each topic ends.

If you have taken a class or classes that help you meet the minimum employment qualifications, which can't be met otherwise, then list those classes on your resume.

After freshman year in college, high school activities and honors should no longer be included.

Avoid using lots of bold, underlined words, and or fancy fonts.

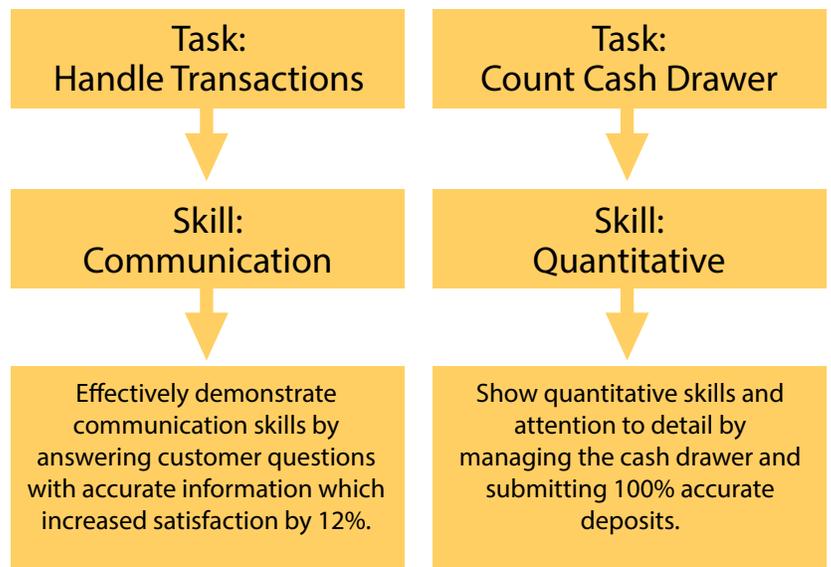
Create margins between .75" and 1".

Select the skills you have that will be the most meaningful for the job you are applying for. Do not get trapped into simply listing the tasks you did without explaining the skills that were used and the result.

Action Verbs

Accomplish	Direct	Maintain
Achieve	Display	Manage
Administer	Document	Master
Apply	Enhance	Operate
Assist	Execute	Optimize
Attain	Facilitate	Organize
Calculate	Formulate	Perform
Communicate	Gain	Present
Construct	Generate	Produce
Contribute	Hone	Provide
Coordinate	Illustrate	Select
Create	Implement	Supervise
Delegate	Improve	Upgrade
Demonstrate	Initiate	Utilize
Design	Lead	Work
Develop	Leverage	Write

Cashier



Quick Reference for writing bulleted statements.



Action Verb + Skill + Example Task = Result

Quantify the result when possible.

Action Verb	Skill	Example Task	Result

Note: Ensure that when using action verbs in your bullet points, you must use the correct verb tense.

TOP EIGHT ATTRIBUTES EMPLOYERS WANT TO SEE ON A RESUME:

COMMUNICATION
 TEAMWORK AND COLLABORATION
 LEADERSHIP
 CREATIVITY AND PROBLEM SOLVING

PROFESSIONALISM AND PRODUCTIVITY
 APPLICATION OF INFORMATION TECHNOLOGY
 GLOBAL PERSPECTIVE
 CAREER MANAGEMENT