HOW TO WRITE A RESUME

A resume is a brief summary of your qualifications, education, and experiences relevant to your job search objective. The purpose of a resume is to obtain an interview. Employers will spend less than 30 seconds reviewing your resume; therefore, the infomation must be conveyed in a clear, well-organized style.

Resumes are used to make a favorable impression on a prospective employer. Your resume is often the first impression a potential employer has of you. For this reason, it is often referred to as one of the most crucial steps taken during a job search.

RESUME FORMATS

There is no single way to format your resume. The format you choose should present your strengths clearly.

Chronological Format

This format is most familiar to employers and is most commonly used. This style of resume presents your experience and education in reverse chronological sequence, starting with the most recent. Date, job title, organization's name, location, and a description of your activities are listed as part of the experience section. This format is simple, straightforward, and especially useful for anyone with a history of directly relevant experience.

Functional/Skills Format

This format focuses on areas of skill and can be effective in conveying your strengths to an employer, although many employers are not as familiar with this format as with the chronological or combination format. This style of resume draws attention to accomplishments and highlights your skills by function rather than your work experience. It is more commonly used by people with very little formal work experience or are returning to the workplace after being away or otherwise involved.

Combination Format

This format is appropriate when you have relevant work experience for each of several skill areas and combines both the chronological and functional formats. This style allows you to group your experiences or key selling points together by functional areas, and then list those experiences in reverse chronological order within each section. It is also a familiar format to employers.

It is always good to stand out and make a positive impression. When entering the workforce, strive to be creative, unique, and let your individual skills shine. While most people know not to use scented paper, overly bold graphics, and strange colors, here are a few more tips on how to create an effective resume...
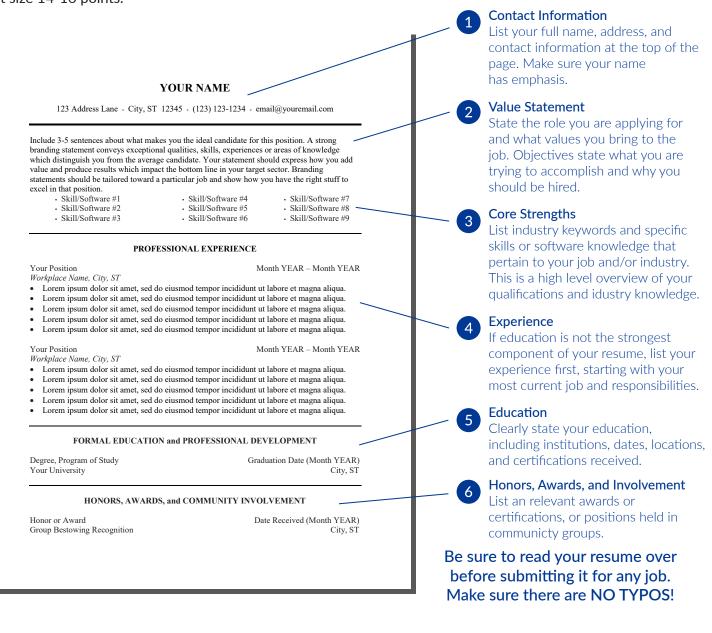
RESUME FONTS AND SIZES

The most common resume font to use is Times New Roman. It is most common for fonts to be 12pt in size and black in color.

Other fonts to consider that are easty to read and are appropriate for use on resumes include:

Georgia	Arial
Bell MT	Tahoma
Goudy Old Style	Century Gothic
Garamond	Lucida Sans

Make your headings and name stand out! Make it **bold**, *italicized*, CAPITALIZED, or underlined. Increase the font size 14-16 points.

YOUR NAME

123 Address Lane · City, ST 12345 · (123) 123-1234 · email@youremail.com

Include 3-5 sentences about what makes you the ideal candidate for this position. A strong branding statement conveys exceptional qualities, skills, experiences or areas of knowledge which distinguish you from the average candidate. Your statement should express how you add value and produce results which impact the bottom line in your target sector. Branding statements should be tailored toward a particular job and show how you have the right stuff to excel in that position.

- Skill/Software #1
- Skill/Software #2
- Skill/Software #3
- Skill/Software #4
- Skill/Software #5
- Skill/Software #6
- Skill/Software #7
- Skill/Software #8
- Skill/Software #9

PROFESSIONAL EXPERIENCE

Your Position   Month YEAR – Month YEAR
Workplace Name, City, ST
- Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et magna aliqua.
- Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et magna aliqua.
- Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et magna aliqua.
- Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et magna aliqua.
- Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et magna aliqua.

Your Position   Month YEAR – Month YEAR
Workplace Name, City, ST
- Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et magna aliqua.
- Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et magna aliqua.
- Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et magna aliqua.
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- Lorem ipsum dolor sit amet, sed do eiusmod tempor incididunt ut labore et magna aliqua.

FORMAL EDUCATION and PROFESSIONAL DEVELOPMENT

Degree, Program of Study   Graduation Date (Month YEAR)
Your University   City, ST

HONORS, AWARDS, and COMMUNITY INVOLVEMENT

Honor or Award   Date Received (Month YEAR)
Group Bestowing Recognition   City, ST

1 Contact Information
List your full name, address, and contact information at the top of the page. Make sure your name has emphasis.

2 Value Statement
State the role you are applying for and what values you bring to the job. Objectives state what you are trying to accomplish and why you should be hired.

3 Core Strengths
List industry keywords and specific skills or software knowledge that pertain to your job and/or industry. This is a high level overview of your qualifications and idustry knowledge.

4 Experience
If education is not the strongest component of your resume, list your experience first, starting with your most current job and responsibilities.

5 Education
Clearly state your education, including institutions, dates, locations, and certifications received.

6 Honors, Awards, and Involvement
List an relevant awards or certifications, or positions held in communicty groups.

Be sure to read your resume over before submitting it for any job. Make sure there are NO TYPOS!