

Let's Get it Started...Creating a Resume

Step 1: Gather information & create a list of experiences

Start by making a list of everything you have done in the past four years. The key is to include anything directly related to your career goals OR that allowed you to learn important skills (interpersonal, computer, time management, teamwork, etc).

The following are some ideas for content you might include on your resume:

- Athletics
- Clubs and Organizations
- Leadership Experience
- Volunteering
- Study Abroad
- Travel (when relevant)
- Coursework
- Awards and scholarships
- Internships
- Computer Skills
- Research Experience and Impressive Class Projects
- Language Skill

Think your list looks a little sparse? It's time to get moving! It's never too late to get more involved and add to your experiences.

Step 2: Choose a Format that best highlights your skills & achievements

Below is a description of the most commonly used resume formats. Make sure to pick the format that best highlights your skills and achievements.

Chronological: Outlines your qualifications and work history in order by date, starting with most recent first.

Functional: Focuses on skills that relate to position.

Combination: Combines detailed work history and skills.

A chronological format is most preferred by employers; however, a functional formation works best if you have no work history. Below is a sample format to organize your resume, but make sure to use what best works for you and never a resume template!

Name and Contact Information
Education
Work/Internship/Volunteer Experiences
Activities & Awards
Additional Skills

Step 3: Add Details, Review, and Edit!

Once you've created a list of experiences, including names, places, and dates of employment, and you have chosen a format, add descriptions to your experiences to highlight your skills and achievements. Use action verbs to highlight your skills and present yourself in a dynamic way!

- ✓ **EDUCATION:** Start with recent degree first and work your way back. Include name of college or university, degree to be earned, anticipated graduation date, major(s), minor(s). List GPA if 3.0 or higher
- ✓ **EXPERIENCE:** Describe jobs, internships, & volunteer work. Most recent first and work your way back. Include: job title, name of organization, location (city and state), and dates
- ✓ **ACTIVITIES & AWARDS:** Leadership experience, clubs or organizational membership and other notable achievements.
- ✓ **ADDITIONAL SKILLS:** List any computer systems, office equipment and software programs you may be proficient in.

Need Help? Contact the CAC

Come in for walk-in hours or make an appointment to review your draft with a CAC staff member. For students just starting a resume, peer advisors are often the most convenient resource. It is critical to have a trustworthy source review your resume to ensure that you are presenting yourself effectively.

RESUME DOs & DON'Ts

DO

- Make headings clear and consistent
- Use industry specific terminology when possible
- Use precise dates
- Check for spelling and grammatical errors
- Provide an overview of your duties without being too lengthy
- Use only clean, resume-quality paper for overall professional appearance. If you send it online send it as a PDF so your formatting doesn't change

DON'T

- MAKE ANYTHING UP!
- Use unprofessional email addresses
- Use vague descriptions
- Use personal pronouns EX. (I, Me)
- Use conversational wording and slang
- Use multiple fonts, font sizes and styles
- List reasons you left a job or salary information unless it is requested
- Use low quality, wrinkled, torn, folded or stained paper
- USE A MICROSOFT WORD TEMPLATE!

