

**Before meeting with a staff member, students should use the following information to create a rough draft for a new resume or to update a current version. This will make student appointments more efficient and will ensure that all relevant information is included in your resume.**

**Information to be included:**

- OBJECTIVE (OPTIONAL)***      What type of position you are applying for
  
- EDUCATION***                      Name(s) of degree(s) received, year of graduation, college name, city and state.  
**Do this for all schools from where you received a degree, most current first**
  
- CERTIFICATION(S)***              Type of certification, date received, or anticipated date
  
- EXPERIENCE***                        Job title, company name, location, months/years of employment, accomplishments, special projects, and responsibilities. This section should contain work that relates to the position to which you are applying.
  
- RELATED OR ADDITIONAL WORK EXPERIENCE***      Part-time or full-time employment, summer jobs. Only need to list job title, company name, location, months/years of employment
  
- COMPUTER SKILLS***                This should detail any computer knowledge such as software, programming, computer language, and proficiency with a program
  
- HONORS OR AWARDS***              Including academic merit scholarships, leadership awards, Dean's List, Who's Who, etc.
  
- ACTIVITIES***                        Clubs, organizations, co-curricular activities.  
Try to list things that directly relate to skills needed for the position. Make note of any offices/leadership roles.
  
- VOLUNTEER WORK***                Include college and community experiences.
  
- PROFESSIONAL ASSOCIATIONS***      Any organizations that are relevant to the field
  
- HIGHLIGHT OF SKILLS***          3-5 concise bullet statements emphasizing your skills that related to the qualifications in the job description.

**When writing a resume remember:**

- If relevant, include a temporary and permanent address and phone number.
- The average employer spends **less than one minute scanning a resume.**
- Use **action verbs** to highlight accomplishments.
- For recent graduates, limit information to one (1) page.
- Use **resume paper** (heavy weight 24lb., 25% cotton content).
- Avoid fancy graphics and paper with designs.
- Use a laser printer.
- Have your resume checked by 3 people for errors and content.
- Mail information in a 9x12 envelope to avoid folding papers. Be sure to type mailing labels, do not handwrite address. **Do not staple or clip papers.**
- Always include a cover letter when mailing resume.
- Bring extra copies to an interview. **Always have copies on hand.**

**THE FOLLOWING ACTION VERBS ARE A SMALL SAMPLE OF APPROPRIATE WORDS TO BUILD A MORE POWERFUL RESUME.**

**ACTION VERBS**

Achieved	Delivered	Increased	Produced
Advised	Designed	Initiated	Reduced
Assisted	Directed	Invented	Represented
Budgeted	Discovered	Managed	Researched
Collected	Edited	Marketed	Revised
Communicated	Enforced	Negotiated	Served
Compiled	Established	Obtained	Solved
Conducted	Generated	Organized	Trained
Coordinated	Guided	Performed	Tutored
Created	Implemented	Planned	Utilized
Defined	Improved	Presented	Wrote

**SAMPLE BULLET STATEMENTS**

- Drafted weekly and monthly financial reports
- Fundamental accounting knowledge of financial statements and taxation
- Strong analytical and problem solving skills
- Managed a budget of \$2000.00
- Created a 30 page training manual for new members
- Delivered a 45 minute speech to 160 local business owners

The Career Development Resource Library contains many titles that can assist you in creating a resume, as well as job search, job interview skills, graduate school search and preparation.