

WHAT IS A RESUME?

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- A resume is **YOUR BUSINESS CARD!** It represents you and what you have done.
- It is your personal advertisement, which is largely focused on your ability to market your qualifications.
- It is what gets you the interview...that gets you the job.
- It is a declaration of what you can do and why you would be the best candidate for that job.
- It is an opportunity to present the skills, experience, and achievements in a manner that is sharp, focused, and assertive.
- There is no magic formula. The best format for you is the one that fits your experience, suits the job and industry you are pursuing, and looks good to you.

WHAT IS INCLUDED IN A RESUME?

Personal Information

- Name and address- This can be your SSU PO Box and/or permanent address.
 - Address isn't necessary anymore.
- Phone number and email address- *IS YOUR EMAIL ADDRESS PROFESSIONAL????*
 - Phone number and an email address that you check regularly are staples in this section.
- Do you have an answering machine or voicemail set up? Is the message appropriate? Professional? Will you be embarrassed if a recruiter hears your voicemail message?

Objective—this is really only necessary if you're posting your resume on an online job search site or bringing it to a job fair. Otherwise it is a waste of space.

- What are you seeking?
- Are you seeking a summer job in a field of interest, an internship or permanent job?
- Tailor to your audience. Who will be reading your resume?

Education

- Where you go to school?
- Degree(s) and minor(s) you are earning (example: Bachelor of Science, Business Administration).
- Cumulative GPA or GPA in major or both. Rule of thumb, only list it if it's 3.5 or better.
- Dean's List, Chancellor's List, and honor societies. How many semesters?
- Study abroad experience(s).

Relevant Experience

- What classes have you taken that are in your major? What projects have you done?
- What have you learned?

Internship

- Internships are **VERY BENEFICIAL** and you should be able to receive academic credit or at least have them listed on your transcript. Employers really like to see these on a resume.
- Internships allow you to "test" out a possible career as well as network.
- Whether you did an internship for credit OR not for credit and whether it was paid or unpaid, you can still put on your resume.

Work Experience

- Put in reverse chronological order.

Adapted from Appalachian State University

- Name of the company, city, state, dates that you worked.
- List duties that you have done or that you currently perform in the form of accomplishment statements. Each statement should begin with an action verb and should give as many details as possible.
- **You can start NOW by seeking summer jobs, part-time jobs and internships in areas in which you are interested.**
- **VOLUNTEER if you don't have any experience or did not do an internship!**

Honors and Activities

- **Are you in any clubs? If not, WHY???**
- Extracurricular activities are a great way to develop communication and leadership skills.
- Employers like to see involvement, particularly leadership positions. For example, if your major is marketing, you need to consider being in the American Marketing Association or if you are in a sorority, run for VP of Public Relations.

References

- References are usually a minimum of three individuals (no family members) who can provide a good reference for you. Good examples are current or former supervisors, professors, and club advisors. **THESE ARE NOT INCLUDED ON THE RESUME AND GO ON A SEPARATE PAGE.**
- Be sure to list the reference name, how you know them (example: Former Supervisor), current title, name of business, business address, business phone number and email.
- You can list "References available upon request" at the bottom of your resume, but it's always best to include a reference page unless you're posting your resume on a job search site like Monster.com.

WHAT NOT TO PUT ON YOUR RESUME:

- Misspelled or incorrect words. **SPELL CHECK! SPELL CHECK! SPELL CHECK.** Have others proof your resume and certainly have a staff member in the Student Career Development office review your resume.
- You usually don't include high school activities unless you are a freshman. If you've have earned an award such as an Eagle Scout, Gold Award, et cetera, those are exceptions.
- Don't list personal hobbies or interests.
- Do not use "I" or "My" unless you're using it in your objective.
- Read your resume backwards from the bottom up. This will allow you to catch misused words and spacing errors.

REMINDERS:

- Resumes are continuous works in progress, not something you begin the semester you graduate.
- They will not be perfect the first time.
- When you add something, take something off.
- Resumes for a college student or recent graduate should only be one page unless you have a lot of relevant experience.
- Always post your resume to College Central (<http://www.shawnee.edu/offices/career-development/>) and on Ohio Means Jobs (<https://jobseeker.ohiomeansjobs.monster.com/>). This will help ensure that a copy is retained somewhere (so you don't lose it) and can significantly help you in your job search.
- Start working on your resume **NOW** and try to make everything you do relevant to the career or fields of interest you think you will pursue.