



What's included in this guide?

- How to Prepare an Effective Résumé
 - Résumé Essentials
 - The Content of Your Résumé
 - Five Tips for Effective Résumé Writing

But First, What is a Résumé?

Résumés are simply what people use to get jobs, right?

WRONG!!!!

A resume is a one or two page summary of your education, skills, accomplishments and experience. Your résumé's purpose is to get your foot in the door. A well-written résumé does its job successfully if it gets you an interview.

To prepare a successful résumé you need to know how to review, summarize, and present your experience and achievements on one page. Unless you have considerable experience, your résumé should be one page only.

YOUR RESUME IS YOUR TICKET TO AN INTERVIEW WHERE YOU CAN SELL YOURSELF!!!

How to Prepare an Effective Résumé

1. Résumé Essentials

Before you write, take the time to do a self-assessment on paper. Outline your skills and abilities, as well as your work experience and extracurricular activities. This will make it easier to prepare a thorough résumé.

2. The Content of Your Résumé

Name, Address (optional), Telephone, Email Address

- All of your contact information should go at the top of your résumé.
- Your name can be bold and larger font. Avoid nicknames.
- Use a permanent physical address.
- Choose a professional sounding email address that includes your name.

Objective (optional)

An objective tells potential employers the sort of work you are hoping to do.

- Be specific about the job you want. *For example: To obtain an Analyst position within a financial institution requiring strong analytical and organizational skills.*
- Tailor your objective to the employer — objectives may change. Exact job titles may be stated. *For Example: To obtain a Research Analyst position.*
- An Objective is always optional. If not specified by the employer, you do not need one.

3. Five Tips for Effective Résumé Writing

- Do the basics and pay attention to detail! Proofread for spelling, grammar and tone and be consistent with your formatting.
- Construct an effective résumé. Organize your information in a logical fashion and keep descriptions clear and to the point. Be specific. Also, use a simple, easy to read font.
- Focus on what you bring to the employer, not what you want from the job.
- Highlight your skills by connecting your actions to results.
- Be Professional. Have a professional email address and message on your voicemail.

Congratulations! You've written your résumé. Now it's time to have it reviewed by Career Development Services to help you perfect it!