

Resume Writing



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General Suggestions

1. Use this handout to put a draft resume together and review samples in 198 McNeal Hall for ideas.
2. Have your resume critiqued by a career professional in the St. Paul Campus Career Center in 198 McNeal Hall.

Core Components

Heading

Your resume heading should include your full name, address, phone number and a professional email address. Your name should be larger than the rest of the text on your resume and bolded. If you will be moving in the near future, consider including both a current and permanent address on your resume.

Objective

The objective is a brief statement that tells the reader what position you are seeking, and perhaps the industry or organization you would like to work within. It might also highlight how you will benefit the employer or a geographical preference. Do **not** tell the employer what you will gain from the position. While objectives are technically optional, the majority of employers want to see an objective on your resume.

EXAMPLES:

To acquire a marketing position within the agriculture industry in Minnesota or Wisconsin

To obtain a graphic design position where I can use my strong computer and communication skills

Education

The education section of your resume typically includes information on college level academic work including the degree, university, majors/minors, GPA, and graduation month/year. An education section can also include information on academic awards, study abroad, thesis/dissertation title and related coursework.

EXAMPLE:

Bachelor of Science, University of Minnesota-Twin Cities

Major: Fisheries & Wildlife, Conservation Biology specialization

GPA: 3.28, Anticipated Graduation: Spring 2007

Related Coursework: Introduction to Fisheries, Wildlife, & Conservation Biology; Fisheries Ecology and Management; Ichthyology; Fisheries Analysis.

UNIVERSITY OF MINNESOTA

The University of Minnesota is an equal opportunity educator and employer. This material is available in alternative formats upon request.

Experience

Describe work or volunteer experiences that will be of interest to an employer. Early in your career, you may have space to include all of your experience, later you will need to be more selective including only those that are most important. For each experience include: 1) job title 2) employer name 3) city, state of employer 4) dates 5) quality bullet statements to describe key job duties, accomplishments, projects, or other aspects of your work that will be the most interesting to an employer.

EXAMPLE:

Residential Accessibility Intern, March 2008-June 2008

Thomas Eickhoff Design, Inc., Minneapolis, MN

- Modified existing floor plans and reviewed new home plans to meet client needs
- Evaluated and surveyed buildings in a detailed manner to confirm ADA compliance
- Collaborated with colleagues to develop an ADA survey for a multimillion dollar supermarket chain

Activities

Activities sections can include items such as student organizations, volunteering, or professional associations. Include the organization name, dates of participation and possibly a bullet statement to explain a leadership role or accomplishment.

EXAMPLES:

Crop Science Society of America, September 2008-present

-or-

University of Minnesota Admissions Ambassador, October 2004-June 2006

- Conducted campus tours for prospective students to instill a positive impression of the University

Visual Appeal

To ensure your resume is readable, be sure to follow the below guidelines:

- Have a balance of white space and text
- Section headings should stand out
- Avoid resume templates
- Print on high quality resume paper in conservative colors
- Keep font sizes to 10 or 12 point
- Select easy-to-read font types
- Use bold, italics or capital letters to highlight key pieces of information

General Resume Suggestions

- Keep resume to 1 page (2 pages for graduate students or those with full time experience)
 - Do not use first person “I” or “Me”
 - Spell out abbreviations
 - Phase out high school information as you approach graduation unless it is very relevant
 - Proof read VERY carefully!
 - Omit unrelated information
 - Move relevant information toward the top
 - Use skill specific headings: Design Experience, Environmental Experience etc.
 - Order items in reverse chronological order
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Writing Strong Skill Statements

Strong Action Verb + Details + Results

Action Verb	Start all statements with strong action words such as <ul style="list-style-type: none">▪ Designed...▪ Communicated...▪ Researched...▪ Managed...
Details	Add details to the action verb including <ul style="list-style-type: none">▪ Who? What? Where? Why? How? (Adding details that are relevant.)▪ Something from the job that will “wow” employers?▪ Quantify when doing so reflects positively on your work
Results	Explain what happened as a result of this task and how the activity contributed to the organization/client.

EXAMPLES:

Before: Worked with kids

After: Taught reading skills to 20 inner city children resulting in all students passing the basic skills exam

Before: Customer service

After: Communicated with clients and resolved problems that arose to ensure high customer satisfaction

Before: Met with clients

After: Interviewed clients on their needs and documented detailed notes for reference during projects

Sample Action Verbs (For more verbs visit http://www.quintcareers.com/action_verbs.html)

acquired	computed	established	lectured	recommended
adapted	conducted	evaluated	listened	recruited
administered	constructed	examined	lobbied	reported
advertised	consulted	expedited	maintained	represented
advised	coordinated	explained	managed	researched
analyzed	cooperated	facilitated	mediated	reviewed
appraised	counseled	formulated	monitored	scanned
assessed	created	fundraised	motivated	scheduled
assisted	critiqued	graphed	negotiated	screened
arranged	delegated	guided	observed	simplified
built	demonstrated	helped	organized	sold
calculated	designed	hired	planned	solved
chaired	developed	identified	prepared	studied
clarified	directed	implemented	presented	summarized
coached	discussed	improved	prioritized	supervised
collaborated	drafted	increased	processed	supported
collected	edited	initiated	promoted	surveyed
communicated	educated	interpreted	proof read	taught
compiled	encouraged	interviewed	publicized	trained
completed	enhanced	led	published	wrote

Tailoring Your Resume

Once you have a basic resume together, it is critical to individualize this resume to the unique needs of the organization and the position. To do this you need to ask yourself the following questions:

- What qualities and experiences is this employer seeking from the ideal candidate?
- If I were only able to describe 3-5 of my qualifications, which of them would be most important?
- Of my experiences, which would the *employer* see as most important?

Objective revisited

In a targeted resume the objective serves as a thesis statement for your resume. Remember to focus on what the *employer* will want to read rather than on what *you* want to tell.

Use the language of the industry

You want the employer to believe you are going to fit in and understand their work. Using language of their field will help. Below are examples for education and sales.

Education: Discipline, students, classroom management, lesson plan, IEP

Sales: Prospects, market expansion, sales plan, commission

Use descriptive category headings

Develop categories so that the most relevant and important information is first and labeled with descriptive headings. For example, “Research Experience” is more descriptive and impressive than “Experience.”

However, be careful not to overstate your qualifications.

Electronic Resumes

An electronic resume is a version of your resume that removes formatting, lines and bolding. Although it is less visually attractive, it is more easily read by computer systems. This is important to have if you are applying to job postings through computerized systems that do not allow attachments. If you simply cut/paste your formatted resume into a computer system the formatting may change dramatically making your resume difficult to read.

How to create an electronic resume

Once your resume is finalized:

- From the File menu select Save As
- Look for the Save As Type: box and select Plain Text (*.txt) from the pull down menu
- Click on the Save box; At the file conversion box click “OK”
- Browse for the new document. When you double click on the .txt version, you will see your resume formatted without bold, underline and bullets

Please be aware that many computers scan resumes for key words required for the position to identify candidates. Therefore, it is important to follow the instructions above on tailoring your resume when submitting your resume through computerized systems.
