High Impact Resumes

A **resume** is a shorter document (than a CV) that presents your education, experience, and qualifications in a clear, concise, and compelling way, and shows potential employers how these are the best fit for their needs.

Your resume is an advertisement of you. Like all good advertisements, it should communicate essential information within seconds.

An excellent resume will:

- ✓ Get you the interview
- ✓ Prepare you to make a strong presentation of your education and experience in an interview
- ✓ Remind the interviewer of your best points
- ✓ Justify the hiring decision

Before you get started writing your resume, consider the following tips:

As with any writing, you must know your reader along with what the job description states. What is most important to communicate? What is the employer looking for? What skills and experiences are most important in this position? Who is your target audience and what will they want to see?

Every field is different, but the following qualities are always in demand:

- ✓ Ability to acquire new skills and knowledge easily
- ✓ Experience working in teams
- ✓ Ability to persuade others
- ✓ Creative problem solving
- ✓ Analytical abilities
- ✓ Demonstrated leadership aptitude
- ✓ Excellent verbal and written communication
- ✓ Strong work ethic
- ✓ Ambition
- ✓ Reliability

Which of these qualities do you possess? How can you communicate these? How do your skills, talents, and experiences apply to the specific needs of this employer? Think broadly and include such experiences and abilities as:

- ✓ Educational credentials
- ✓ Honors and awards
- ✓ Work experience
- ✓ Internships
- ✓ Classroom projects or other educational experiences
- ✓ Technology knowledge
- ✓ Research and/or publications
- ✓ Teaching/presentations
- ✓ Travel and study abroad
- ✓ Activities and Community Service
- ✓ Languages
- ✓ Leadership positions

Employers are looking for patterns of accomplishments, achievements and performance, not just a summary of one's education and work history.

Resumes should:

- ✓ Clearly communicate what your future work performance will be
- ✓ Represent high value/interest ***to the reader***
- ✓ Be visually pleasing and easy to read with a clear and consistent format

Ask yourself:

- ✓ Is it well organized?
- ✓ Will I find key information quickly within my first 3-10 second scan?
- ✓ Have I created good 'white/black' balance?
- ✓ Are my margins consistent, and set between .8" to 1"

Use specific language/jargon that is used in your field and which demonstrates achievement not just descriptors of job functions. This allows the reader to 'visualize' you clearly in the position.

Tone should be confident, positive, enthusiastic but still within the realm of reality.

Use bold, bullets, underlining and italics sparingly. They lose their effectiveness when overused and the formatting will not hold up well when put into a scanner.

If printed out on paper: use high quality resume paper that is a light color.
If emailed: send via a PDF as an attachment. Be sure to request in the body of the email for confirmation of its arrival and ability to open all attachments.

Be PERFECT – free of spelling, typing, spacing, grammatical or punctuation errors. The number one reason resumes get thrown into the NO pile is because of these types of mistakes.

CV vs. Resume

Often these two words are used interchangeable but there are differences:

Curriculum Vitae	Resume
✓ Contains personal data (when used outside U.S.)	✓ No personal data (illegal for employer to ask inside U.S.)
✓ Must be in reverse chronological order	✓ Jobs can be arranged by categories or reverse chronological order
✓ All jobs are necessary to showcase	✓ Only jobs pertinent to the objective are necessary
✓ Length is less important (can be more 2-20 pages)	✓ Length normally 1-2 pages
✓ Used primarily as presentation of data	✓ Used primarily as a marketing tool
✓ Most commonly used in higher ed. research/science fields/applying for grants and fellowships	✓ Common to all fields
✓ Include headings such as publications, presentations, classes taught, research projects	✓ May include some of these aspects as well as others

Things to Remember

When describing your experiences include a frame of reference for the employer if the title of the company/college is either in another language or would not be easily recognized by Americans. For example:

(10 million dollar marketing firm) (second largest manufacturer in Europe) (top 10 English teaching school in Asia)

Do **NOT** put your home address outside U.S., use a local address whenever possible

Common Content Mistakes

- ✓ Using pronouns and/or articles (a, the, an…)
- ✓ Writing in the third person (he, she, they)
- ✓ Using "responsible for" or "duties include" creates a passive tone rather than active
- ✓ Repeating words redundantly throughout the resume (USE synonyms)
- ✓ Inconsistent verb tenses

Formatting Mistakes

- ✓ Font size that is either too small (8pt) or large (14pt)
- ✓ Choosing too many font styles; bolding, italicizing, parenthesizing, underlining
- ✓ Page length, too long, margins too wide/narrow
- ✓ Using a template

To Ensure 'Electronic Viability'

Use the 'toolbar' or dropdown menus for all your formatting. Stay away from the 'space bar' and 'tab' key. Use of 'space bar' and 'tab' key to move text can cause the document to come unformatted in electronic transmission (i.e. when you send your resume, the formatting may come undone, and what the reader will see will often be a mess).

Should I list my visa status on my resume?

Your visa status should **not** be included on your resume. Your permanent address, educational background and work history will display that you are an international student. Hiring managers will ask the appropriate questions during the recruitment process. You should never lie about your visa status, but given the reservations employers have about hiring an international student, it is not to your advantage to draw attention to it.

If on an electronic submission or application they ask- Do you have work authorization to work in the United States? - the answer is always yes! Or you will not move forward in the application process.