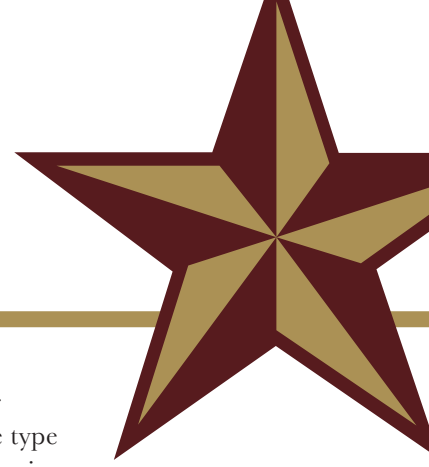


HOW TO CREATE A JOB-WINNING RESUME



The resume is your most important job search tool. Your resume should effectively summarize your education, experiences, and accomplishments in a way that demonstrates your qualifications for the type of position you are seeking. Your resume may have a variety of sections, but should include the following sections: *Objective, Summary of Qualifications, Education, Work Experience and Activities.*

In developing a resume, you are encouraged to:

- Pay careful attention to spelling, grammar, punctuation, and writing style
- Organize information in a logical fashion
- Keep descriptions clear and to the point
- Limit to one page if possible
- Use a simple, easy-to-read font

Use good, high quality, 100% bond paper that is white or off-white. Do not print on both sides of a page. Include your references on a separate page. Remember, your resume is your introduction to who you are and what skills you can offer an employer!

BUILDING AN EFFECTIVE RESUME

A resume is a professional reflection of you as a potential employee. The goal is to showcase confidence in your ability to fulfill the qualifications of the position for which you're applying. Follow these eight steps to create a more effective resume:

Step 1: Getting Started

How do you get started? You should begin your resume with a heading that includes your name, address, phone number, and email address. You may want to include a permanent address and alternate contact information. Be sure to include a zip code and telephone area codes.

What is your objective? Prepare a brief, clear statement stating the type work you are seeking, the field in which you are interested, and the skills and strengths you bring to an organization.

Step 2: Inventory Your Experience

What have you learned? The *Education* section highlights the knowledge you have acquired, and can include training, certifications, or licensure. List all degrees earned (or date to be earned), majors, concentrations, and institutions. List the degree title before the institution name. You may also want to include your GPA (especially if cumulative or major GPA is 3.0 or higher), relevant coursework, academic honors, study abroad experience, or the percent of college expenses you have earned. Dean's list, honor societies, and academic awards may all be listed, but if you have many activities and awards you may want to include them in their own honors section.

What have you done? The *Work Experience* section highlights your (paid or unpaid) work-related accomplishments. Employers want to know what you have done and what experience you have that is worthy of consideration. Experience includes full-time jobs, academic research projects, internships or co-op positions, part-time jobs, or volunteer work. When describing each experience, give the position, title of organization, city, state, and dates employed. Use action verbs to begin each statements describing your accomplishments and duties in the job. Quantify people, products, and profits if possible.

Step 3: Identify Your Skills

Skills and competencies can be included in your *Summary of Qualifications*. These should be supported by the *Education* and *Experience* sections. There are three different types of skills you can include in your *Summary of Qualifications*.

- **Technical/Professional Skills**-Skills performed in a job, task, or class, acquired by reading, training, or education. For example: “Proficient in Unix, Oracle, Oas LAN.”
- **Functional Skills**-Skills related to people, information, or things transferable from one field or occupation to another. Be able to identify several strengths in the categories of data (organizing, problem-solving, creating), people (communicating, supervising, teaching), and things (maintaining, operating, coordinating).
- **Personal/Adaptive Skills**-Skills that represent your style of working coordinated with your personal traits. For example: “Patient, creative, persistent, and energetic employee.”

Step 4: Match Your Experience and Skills with an Employer’s Needs

The content of your resume will change between applications to different jobs. Take care to mention skills that you possess that one required for the particular job to which you are applying. Additionally, change the wording of experiences and skills to match the type of position for which you are looking.

Step 5: Organize Your Resume Effectively

Organize your resume in a way that reflects your best self. Name and objective should always be first; however, you should organize what is the most important to you (and to your targeted employer) from the top of the page down. Keep in mind that additional categories can be created to represent your various strengths. Some additional sections include: *Honors/Awards*, *Leadership Activities*, *Relevant Skills and Experience*, *Special Interests*, and *Accomplishments*. If one area outweighs another as an asset, it should come before other sections.

References should always be presented on a separate page. Prepare the reference page with the name, title, name of organization where the reference works, address, telephone number and email address of each reference. Make sure that your references are aware that you have included them on your list. On your resume, you can indicate *References Available Upon Request* at the bottom of the page.

Step 6: Creating Your Draft

Length Your resume should be easy to read; if it is too lengthy or jumbled, your potential employer may disregard it. Most undergraduates should keep their resume to one page, but a two-page resume is an option for job seekers with more experience. If you are leaving out vital information because you want to keep your resume to one page, add a second page. Be sure to include your name on the second page.

Phrases Use brief yet descriptive phrases rather than sentences.

Format Balance the layout by making all four margins equal. Your resume should be visually pleasing at first glance. White space helps important information stand out to the reader.

Production Use good quality 100% bond paper in a conservative in color such as white, gray, or beige.

Verbs Describe your skills, abilities and accomplishments using action verbs. Use present tense for current duties and past tense for prior tasks. Do not include first person pronouns like “I” or “my.”

A few useful action verbs can be used to describe an abundance of job skills:

Management Skills

- | | |
|----------------|--------------|
| • administered | • executed |
| • assigned | • improved |
| • attained | • increased |
| • delegated | • oversaw |
| • developed | • produced |
| • established | • supervised |

Communication Skills

- | | |
|--------------|--------------|
| • addressed | • negotiated |
| • composed | • promoted |
| • directed | • reconciled |
| • explained | • resolved |
| • formulated | • translated |
| • mediated | • wrote |

Research Skills

- | | |
|--------------|----------------|
| • analyzed | • investigated |
| • clarified | • organized |
| • conducted | • researched |
| • diagnosed | • reviewed |
| • examined | • solved |
| • identified | • surveyed |

Technical Skills

- adapted
- applied
- calculated
- designed
- devised
- fabricated
- maintained
- operated
- repaired
- solved
- upgraded
- utilized

Teaching Skills

- advised
- coordinated
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- instructed
- stimulated
- tutored

Financial Skills

- administered
- allocated
- appraised
- balanced
- computed
- estimated
- managed
- marketed
- planned
- projected
- reconciled
- reduced

Creative Skills

- created
- composed
- founded
- initiated
- instituted
- invented
- integrated
- introduced
- originated
- performed
- revitalized
- shaped

Helping Skills

- advocated
- aided
- assisted
- demonstrated
- educated
- expedited
- familiarized
- motivated
- referred
- represented
- resolved
- supported

Administrative/Clerical or Detail Skills

- approved
- arranged
- compiled
- distributed
- executed
- generated
- implemented
- prepared
- processed
- retrieved
- tabulated
- validated

Step 7: Ask For Comments On Your Resume

Always get a second opinion on your resume. You know your intentions, but your wording might not be clear.

A second opinion can help you correct mistakes before a potential employer does. Second opinions can come from a 24-hour critique or 48-hour online critique at Career Services or from a personal appointment with a Career Counselor. A friend, advisor, employer, or professor can also offer comments on your resume.

Step 8: Evaluate Your Resume

How does it look? Here is a checklist to help you evaluate:

Content

- _ Content is directly related to your job objective
- _ Name is at the top of the page and highlighted by large font
- _ Descriptions are action verbs with a consistent verb tense; current job is in present tense while past jobs are in past tense
- _ Repetition of words or phrases is kept to a minimum
- _ Capitalization, punctuation, and date formats are consistent
- _ There are no typos or spelling errors and grammar is correct
- _ There is a rationale for each piece of information included

ORGANIZATION

- _ The best assets—whether education, experience, or skills—are listed first
- _ The document is easily reviewed; categories are clear and text is indented when needed
- _ The dates of employment are easy to find and are in a consistent format
- _ Listings in different sections run from most recent to least recent

FORMAT/DESIGN

- _ Bold text and capitalization are used minimally and consistently
- _ Margins and line spacing keep the page from looking too jumbled or crowded
- _ Spacing and font size are consistent
- _ Font is easy to read and no smaller than 10 point size (preferably not smaller than 11 point)



RESUME EXAMPLE

Sample design only. Please consult a Career Counselor to create your best resume. Resume is printed on quality, 100% bond paper, 8.5x11 inches. Fit resume into one page. Avoid typos. Proof thoroughly.

Your Name in 18 Point, Bold

Local Address, Apartment, City, State, Zip • 512-555-5555 • E-mail@txstate.edu

Permanent Address (Optional), City, State, Zip • 512-555-5555 • E-mail@hotmail.com

OBJECTIVE

Seeking type of position with type company, utilizing skills. (fill in the blanks)

SUMMARY OF QUALIFICATIONS

(Optional—use only if your qualifications can best be stated in this way. If not, rely more on “Education” and “Experience” to promote your skills.)

- List 4 to 5 of your most relevant qualifications in statement form.
- Be prepared to illustrate these qualities in an interview. Some examples:
- Experienced shift manager, supervising 5 staff in a small business operation
- Pro-active leader and communicator with strong attention to detail
- Demonstrated ability to seek answers and conceptualize the big picture

EDUCATION

Exact Title of Degree, with an Emphasis in Area Month and Year of Graduation
Texas State University - San Marcos, Texas
Minor (Optional)
Overall GPA or GPA in Major (Optional)
Relevant Coursework (Optional): _____, _____, _____

HONORS

Dean’s List: List number of semesters
Include any Scholarships, Year Awarded

EXPERIENCE

List in reverse chronological order

Intern Month (Abbreviate) Year-Month Year
Name of Business or Organization, City, State
•Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
•Focus on accomplishments, not just job duties
•Provide as much detail about your responsibilities as possible

Position Title in Bold Month (Abbreviate) Year-Month Year
Name of Business or Organization, City, State
•Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
•Focus on accomplishments, not just job duties
•Provide as much detail about your responsibilities as possible

ACTIVITIES

If you have held a leadership position, describe accomplishments

Professional Association, affiliations; if held leadership role, give the title (years of involvement are optional)



www.careerservices.txstate.edu

LBJ Student Center Suite 5-7.1 • 512.245.2645 • CareerServices@txstate.edu