



Resume Preparation

PURPOSE OF A RESUME

A resume is used to show you have the knowledge, skills and experience relevant to a particular job and to entice the employer to interview you.

SELF-ASSESSMENT

- The first step in preparing your resume is to think about yourself, your experiences and your accomplishments.
- Ask yourself these kinds of questions: What skills have I developed? What are my strengths? What have I accomplished? Why should someone hire me?
- You may find it difficult at first to identify skills, until you think more deeply about your academic, social, work, and volunteer experiences.
- It is probably safe to assume many students develop organizational, communication, and interpersonal skills as a result of having to meet deadlines and communicate their ideas to a variety of people.
- As you review your experiences in this way you may soon discover additional skills.
- After analyzing your skills, accomplishments, strengths, and value to employers, you will discover the writing of your resume to be a much easier task.

CONSTRUCTION AND LAYOUT OF YOUR RESUME

- Your resume should be kept to one page if possible. If you must go to two pages put your name and Page 2 on the top left hand side of the paper.
- Use 8 1/2 x 11 inch paper. Center your resume on the page from top to bottom.
- Most students type their resume on a computer and save it on a computer disk so they can control expenses and update it periodically.
- We recommend the use of a laser printer.
- Good quality paper (cotton fiber bond paper) should be used.
- White and ivory are the most widely accepted colors of resume paper. Light blue or gray colored paper is sometimes used in applying for positions where creativity is important.
- Know the reader and what is acceptable in that field before you make decisions regarding the paper, color and design of your resume.
- Your resume should be well organized, concise, professional in style and appearance, and easy to read.
- You should stress accomplishments while being honest and accurate.
- Spelling, grammatical, punctuation or typographical errors are inexcusable.
- Don't use words such as I, my, he, she, they, their, etc.
- Since you should use phrases instead of complete sentences, periods are not necessary.
- You may use some abbreviations on your resume (Example: PA, NJ, Inc., Co.).
- Do not include personal information that is not related to the position you are applying for.
- Use caution also when including information related to political and/or religious affiliations.

FOR ADDITIONAL INFORMATION ON RESUME WRITING BE SURE TO ACCESS THE CAREER SERVICES COVER LETTER WRITING AVAILABLE ON THE OFFICE WEBSITE FOUND AT [HTTP://WWW.SCRANTON.EDUCAREERS](http://www.scranton.edu/careers)

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