

<p>PURPOSE OF A RESUME</p> <p>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</p> <p>SELF-ASSESSMENT</p> <p>In order to put together an effective resume, it is important to know your abilities, what skills you have developed, what values are important to you in a career, and what you can offer to an employer. The first step in preparing your resume is to think about yourself, your experiences and your accomplishments.</p> <p>Ask yourself these kinds of questions: What skills have I developed? What are my strengths? What have I accomplished Why should someone hire me?</p> <p>You may find it difficult at first to identify skills, until you think more deeply about your academic, social, work, and volunteer experiences.</p> <p>Students develop various skills in addition to those acquired through their major coursework. 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.</p> <p>As you review your experiences in this way you may soon discover additional skills.</p> <p>When you have given sufficient thought to self-assessment, ask family and friends to assess your skills. Check their perceptions against your own and make any necessary adjustments in your personal career profile.</p> <p>After analyzing your skills, accomplishments, strengths, and value to employers, you will discover the writing of your resume to be a much easier task.</p>	<p>CONSTRUCTION AND LAYOUT OF YOUR RESUME</p> <ul style="list-style-type: none"> 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. Side margins should be one inch. Your resume should be typed. No exceptions. Some students use the services of a professional printer. The majority of students, however, 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. Photocopying your resume is not advised. 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 (Example: marketing, elementary education, communication). Know the reader and what is acceptable in that career 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. Have several people proofread your resume. 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 (Example: race, age, sex, marital status, # of children, height, weight, health status) 	<p>IMPORTANT CATEGORIES OF A RESUME</p> <p>IDENTIFYING INFORMATION Name, address, and telephone number. Include campus address as well as permanent address.</p> <p>CAREER OBJECTIVE While including a career objective is not mandatory, we recommend including it so prospective employers can quickly identify where your career interests lie. Examples: Staff Physical Therapist (Specific job title) Seeking an entry level position in a social service agency (Type of organization) A position which will utilize my strong writing and photographic skills (Specific abilities)</p> <p>EDUCATION It is not necessary to include high school or any school you transferred from in which no degree was earned.</p> <p>You should include: School, city, state, degree, major, minor, areas of concentration, date of graduation, grade point average. If there is more than one degree, put them in reverse chronological order. Grade Point Average: Include on your resume, if overall grade point average or grade point average in your major is 2.80 or above.</p> <p>CATEGORIES THAT MIGHT FOLLOW EDUCATION</p> <ul style="list-style-type: none"> Representative Coursework Student Teaching Senior Project / Relevant Class Project Internships or any Career Related Experiences Computer Skills Foreign Languages Study Abroad Faculty/Student Research Program SJLA (Special Jesuit Liberal Arts Program) Relevant Certifications Publications <p>EMPLOYMENT List jobs in reverse chronological order. Include: Dates, job title, name of employer, city, state Describe responsibilities and accomplishments.</p> <p>Most important responsibilities/accomplishments should be listed first with the remaining listed in descending order of Priority.</p> <p>Include specific information and cite numbers where appropriate (Example: trained four new employees, receptionist duties for six sales representatives).</p>
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Begin these descriptions with an action verb (see Action Verb List in this guide) Be concise and use different words.

Use the correct verb tenses (past or present).

When using a number in your job descriptions the following rule applies: If the number is under 10 write it out, and if it is 10 or over use numerals.

Don't get discouraged if it seems you don't have any career related experiences. Look at what you can do now to enhance your qualifications by adding related career work or by emphasizing the skills you can offer an employer.

OTHER CATEGORIES YOU MIGHT INCLUDE

- Professional Associations
- Community Involvement
- Military Service
- Leadership Appointments
- Honors/Awards
- Interests/Hobbies

ACTIVITIES

List career related activities first. Examples of some activities you can include are:

- Health Administration Association
- Student Government
- Psychology Club
- Campus Ministries
- Royal Ambassadors
- COCA
- Hand-in-Hand
- Intramural Sports
- Varsity Soccer
- Service Oriented Students

PERSONAL INFORMATION

- You can include information like:
- Willing to relocate
- Interested in pursuing advanced studies
- Worked an average of 25 hours per week throughout college
- Financed 40% of college tuition or college living expenses

REFERENCES

Available upon request is sufficient. A more professional way to handle your references would be to refer them to our office if you do have letters on file.

ADDITIONAL HEADINGS FOR YOUR RESUME

The following list is meant to give you ideas of headings you can use on your resume.

Objective Career Objective	Professional Objective
Employment Other Work Additional Experience Volunteer Work	Additional Employment Summer Employment
Education Educational Background Academic Background	Educational Preparation Academic Training
Leadership Appointments Leadership Roles	
Activities College Activities	Community Involvement
Certifications Areas of Expertise Academic Highlights	Educational Highlights
Career Highlights Professional Skills Memberships Military Service	Honors/Awards Professional Affiliations
Internship Career Related Experience Student Teaching Coaching Experience Senior Project	Practicum Classroom Experience Clinical Affiliations
Special Talents Additional Skills Foreign Language Skills Travel Abroad	Computer Skills Travel Experiences
Summary of Qualifications Professional Highlights	Achievements
References Credentials	Placement File

ACTION VERBS

This list of words can be used in your resume and cover letter:

accelerated	defined	managed	reorganized
accomplished	delegated	maintained	repaired
achieved	delivered	mastered	replaced
acted	demonstrated	maximized	reported
administered	derived	mediated	researched
adapted	designed	minimized	restructured
addressed	determined	monitored	revamped
adjusted	developed	motivated	reviewed
advised	diagnosed	negotiated	revised
analyzed	directed	notified	revitalized
applied	drew up	observed	safeguarded
appraised	edited	obtained	scheduled
approved	eliminated	opened	screened
arranged	enabled	operated	selected
assembled	enforced	optimized	served
assisted	engaged	ordered	serviced
authored	engineered	organized	set up
balanced	entertained	originated	set criteria
billed	established	packed	shipped
bound	expanded	participated	simplified
briefed	expedited	perceived	sold
built	evaluated	performed	solved
carried out	facilitated	persuaded	started
charted	fashioned	planned	streamlined
clarified	filed	prepared	strengthened
coached	formulated	presented	structured
collected	formed	processed	summarized
compiled	gathered	procured	supervised
communicated	generated	produced	supported
completed	guided	proficient in	surveyed
composed	illustrated	programmed	systematized
computed	improved	proposed	taught
concluded	increased	proved	teamed with
conducted	influenced	provided	tested
constructed	initiated	published	trained
contracted	innovated	received	translated
contributed	installed	recommended	tuned
controlled	instructed	recorded	tutored
coordinated	interpreted	recruited	typed
corrected	introduced	reduced	updated
created	invented	refined	upgraded
cultivated	investigated	regulated	utilized
cut	kept	reinforced	won
decreased	led	renewed	wrote