

# Write a Resume

## FIVE

Steps to Developing a Resume

### 1. Analyze the job description for skills and abilities

Read through the description and highlight the required skills, attributes and qualifications

### 2. Create a list of accomplishments

Include education/training, volunteer opportunities, jobs, projects, school assignments, travel and group/team activities. Describe in detail what you did, why you did it, who you did it with, what equipment you used and what happened. Quantify your results, if possible, and use commonly understood terminology. Identify the personal strengths and skills that you used to achieve your accomplishments. Don't be humble.

### 3. Analyze experiences for relevant skill areas

Reflect upon your past and current experiences to identify your skills.

### 4. Write descriptive phrases

Using action verbs (available at the Career Center), write short phrases to describe what you did that illustrates each skill. Be concise and specific. Arrange the descriptive phrases in order of relevance to the position for which you are applying.

### 5. Choose the appropriate format

Decide whether you want to list your experiences in a reverse chronological sequence, starting with the most recent, or by skills/function, highlighting skills, knowledge, and abilities relevant to the position.

### keep in mind...

The average employer takes less than 30 seconds to evaluate a resume

Resumes tailored to a specific position for which you are applying stand out the most

### Resume DO and DON'T List

#### Do

- Use good quality (at least 20 lb.) bond paper
- Use a readable font and print on a laser printer
- Be specific in your objective, if you use one
- Emphasize results produced, significant achievements, recognition from others
- Quantify accomplishments when possible and use specific examples
- Check the spelling of every word; make sure grammar and punctuation are correct
- Have a career counselor proofread your resume
- Begin phrases with action verbs such as "developed"
- Be truthful about your accomplishments
- Keep your resume to one page

#### Don't

- Begin phrases with "I" or use complete sentences
- Include personal information such as marital status, social security number, or age
- Use flashy graphics or colored paper
- Mention controversial activities or associations
- List unrelated, detailed duties such as "opened mail" or "filed documents"
- Exaggerate your experience
- Use abbreviations
- Have a vague objective

