

RESUMES

Why are they important?

What is a Resume?

- ◆ A personal data sheet.
- ◆ Short summary of important facts about you.
- ◆ Determines if you get an interview.

MEG A. HERTZ		
Current Address	Permanent Address	E-mail Address and URL
12 Gates Lane Boulder, CO 23849 (614) 555-6145	34 Apple Court Glendale, CA 19058 (714) 555-7145	hertz@ucolo.edu http://www.ucolo.edu/cac/hertz
OBJECTIVE	A position in software development.	
EDUCATION	B.S. in Computer Science, expected May 1998 University of Colorado, Boulder, CO Cumulative G.P.A. 3.66	
WORK EXPERIENCE	Freelance Computer Consultant, September 1997-present Create World Wide Web home pages and customize computer systems for clients in the Boulder, CO, area. Intern, June-August 1997 Microsoft Corp., Redmond, WA Worked as software design engineer intern on SNA Server 3.0. Implemented name-space providers (Windows 95/NT DLLs written in C) for a variety of network protocols, including TCP/IP, Netware IPX, Lanman, Banyan VINES, and AppleTalk. Undergraduate Research Assistant, September 1996-May 1997 University of Colorado Laboratory for Computer Science Worked with Professor Daniel S. Patel in the parallel and distributed operating group. Ported UNIX applications to XOK, a prototype exokernel implementation for the Intel x86. Lab Attendant, September 1995-May 1996 Center for Academic Computing, University of Colorado Maintain computer hardware and assist users on Windows 95 and Macintosh operating systems and various software packages. Crew Leader, Summers 1993 and 1994 Mimi's Muffins, Glendale, CA Supervised crew and managed bakery's daily operations.	
COMPUTER SKILLS	Languages and Software C, C++, Java, LaTeX, HTML, Word, WordPerfect. Operating Systems UNIX (Linux, Ultrix, SunOS), Windows 95, Macintosh.	

9 Key Elements of the Resume

1. Personal Information (The Heading)
2. Objective
3. Education
4. Work Experience
5. Volunteer Work / Community Service
6. Awards
7. Extra-Curricular Activities
8. Special Skills
9. References

The Heading

- ◆ Includes:

- ◆ Full Name

- ◆ Complete Address

- ◆ Telephone Number

- ◆ E-mail Address

The Heading

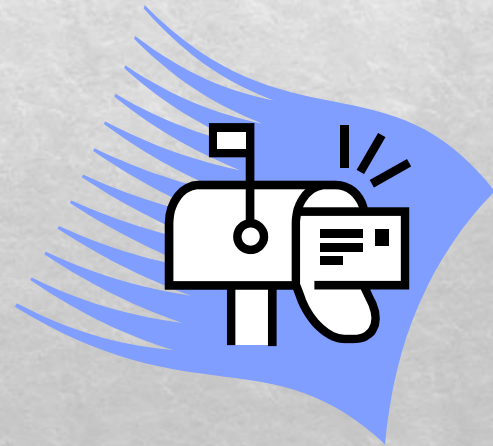
John Smith

123 Main St.

Shepherdsville, KY 40165

(502) 555-1234

johnsmith@gmail.com



Objective

◆ One sentence only

1. Two words that describe you
2. State the EXACT job title you seek
3. Why do you want this job?

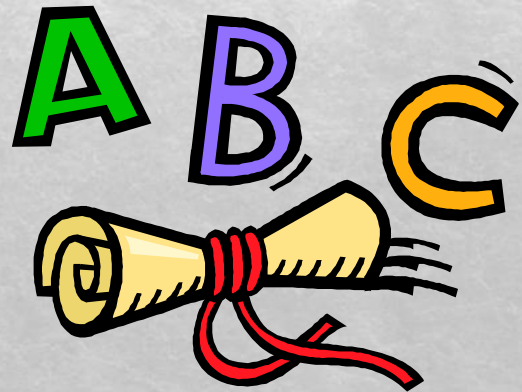


Objective

“Dependable and motivated high school student seeking part-time position as Office Administrative Assistant to gain further knowledge in the areas of business and management.”

Education

- ◇ Reverse order of education
 - ◇ Most recent first.
- ◇ School Name, location (city/state),
dates attended (years)





Work Experience



- ◆ Most recent first
 - ◆ Company
 - ◆ Location
 - ◆ Dates (month, year)
 - ◆ Position
 - ◆ Job Duties



Work Experience



Fox Run Country Club

Lifeguard

Austin, TX

Summer 2003 and 2004

- ◇ Monitored swimming areas for rule violations and drowning victims.
- ◇ Attended training courses and maintained CPR certification.
- ◇ Taught summer swimming classes.

Volunteer Work / Community Service

- ◇ Any unpaid work/duties you have done
 - ◇ YMCA, Church, School (teams, clubs), etc

 - ◇ Organization
 - ◇ Location
 - ◇ Dates (month/year)
 - ◇ Job Duties

Awards

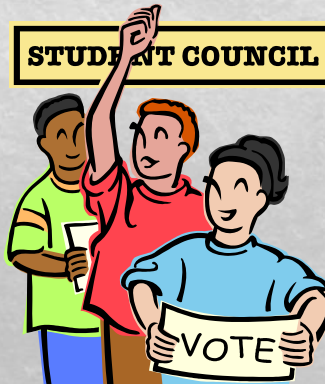
- ◆ What have you won?
 - ◆ Young Authors
 - ◆ Essay contest
 - ◆ Field Day
 - ◆ Sports Awards
 - ◆ Attendance
 - ◆ Honor Roll

- ◆ Add the Date (year)
- ◆ Most recent first



Extra-Curricular Activities

- ◆ Inform of your accomplishments.
- ◆ This is where you can shine!
 - ◆ Show leadership (officer in club)
 - ◆ Involvement in school and the community
 - ◆ Add the Date (year)



Special Skills

- ◆ Other things at which you are good:
 - ◆ Experienced in Word, PowerPoint, Excel, Publisher
 - ◆ Good communication skills
 - ◆ CPR certified
 - ◆ Anything that pertains to this job



References

- ◆ People that know your skills and abilities
 - ◆ People that will speak highly of you
 - ◆ People of past or present

- ◆ Teachers
- ◆ Principals or Counselors
- ◆ Coaches
- ◆ Employers or Supervisors

References

- ◆ On your resume:
 - ◆ *References available upon request.*
- ◆ On the 2nd page, list your References
- ◆ Technically NOT part of your Resume

Accuracy of Information

- ◆ Plain and simple: DO NOT LIE!
- ◆ George O'Leary

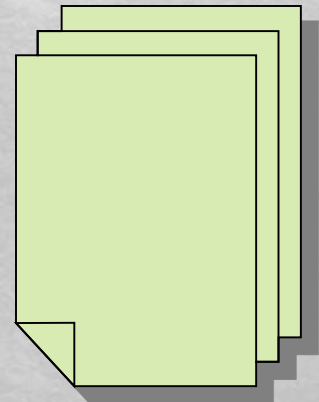


Layout

- ◆ One page in length.
- ◆ Bold ALL Section Headings.
- ◆ Use Calibri type font.
- ◆ Traditional rather than “Fads”
 - ◆ More acceptable and professional

Length of Resume

- ◆ ONE PAGE ONLY!
- ◆ Only add additional pages for:
 - ◆ Extensive work experience
 - ◆ Additional information relating to your career



Personal Information

- ◆ Employers, by law, cannot be concerned with:
 - ◆ Weight, Gender, Age, Religion, etc.

- ◆ NEVER attach a photograph to your resume.

Grammar and Spelling

- ◇ Carelessness and lack of professionalism.
- ◇ Make sure you have someone else proofread it.
- ◇ NO cross-outs or handwritten parts.



Printing the Resume

- ◆ Use good quality paper.
- ◆ White, ivory, or off-white.
- ◆ Crisp, Clean; No bent corners
- ◆ No ink smudges, blurs, marks, or streaks

Leave Out

- ◆ Availability
- ◆ Reason for leaving
 - ◆ This will be asked in an interview.
- ◆ Salary