

GUIDELINES FOR A BETTER RESUME

FORMAT

This deals with how you'll organize your information. The two main types are chronological and functional skill.

Chronological: Starting with the most recent job or activity, you list each in reverse chronological order. This is the most commonly used resume format for students just graduating from college, and employers tend to be more comfortable with chronological resumes than functional skill.

Functional Skill: This type presents experiences by skill cluster, emphasizing those which are transferred from one work environment to another.

CONTENT

This is comprised of the actual words you use to describe yourself, your skills and your experiences. Think from the employer's point of view when writing.

LAYOUT

How your resume looks:

Uncluttered for quick review

Choose typeface and size (not less than 10 point)

Content can be bulleted or in paragraphs

Italicize, capitalize, underline, and boldface when necessary

Set margin size.

Keep resume to no more than two pages

STEPS TO WRITING RESUME

1. List all relevant educational extracurricular and work experience.
2. Choose format and organize information accordingly:
 - You must have your full name, at least one address and a phone number
 - State of Objective. Concisely state the position you seek, the field you want to enter, and the skills you want to use.
 - Education (institutions attended, degrees conferred, major).
 - Experience (special certifications, affiliations, presentations, especially if they are relevant to the job).
 - Activities (include skills, accomplishments, and leadership positions held).
 - Computer and language skills.
3. Use action verbs to describe experiences and activities.
4. Review, rewrite and refine as necessary.
5. Be consistent; for example, if you use bold face on one job title, use it on all.