

RESUME 101

Ground Rules

- No one resume will work for all jobs and all employers.
- Have a "basic resume" that contains your qualifications, activities, experiences, and skills, as a tool to work from - not the finished product
- Be prepared to tailor your resume to each job and organization.
- Your resume needs to be your own. Don't delegate it to someone else.
- Get advice, Get ideas. Get feedback and act on it.

Resume Prep

- Target resume to a specific organization and opportunity you are interested in.
- Have a thorough understanding of job requirements
- Work from job description
- Thoroughly review company website
- Ask those familiar with organization - like former alumni who work there
- Talk to career services staff

Cover Letter

No generic cover letters!!

- Show you are the right candidate & worthy of a closer look
- Use the correct business format with date and address at the top and a signature at the bottom
- Keep the paragraphs brief, clear and concise
- Spell-check! and have it grammatically correct
- Draw attention to (or add detail to) the specific qualifications and skills noted on your resume that match the job requirements

BUILDING BLOCKS

Contact Information

- Heading should include your name, address, telephone and e-mail address
- Avoid nicknames
- Use both your permanent and school address but indicate the distinction

Objective

- No hard and fast rule to include an objective - if you do, you will need to customize it to fit the job you are targeting

Education

- List it first on resume

- Include name of college or university, degree and the date you received it (or will receive it)
- Your major, your minor and GPA (and Major GPA if relevant)
- A lot of employers screen by GPA, leaving it off suggests you're trying to hide something

Experience

- Especially in a tight market, experience is important to employers
- Relevant work experience gives an advantage
- List internships or related experience to the job first
- Show all past work experience despite how minimal it may appear - might show transferable skills that employers value
- Unpaid internships also count - volunteer experience can help you build your expertise and expand your understanding of the world of work.

Activities

Important to list any and all activities to:

- showcase any leadership responsibility
- demonstrate working in teams by playing a team sport
- show that you are well-rounded and do more than just study

Awards and Honors

Show your technical expertise

HAVE SOMEONE PROOFREAD YOUR RESUME

The Online Application

Most employers will ask you to go to their website and apply online to the opening.

- Follow directions and enter correct data in the correct field.
- Complete all fields even those that aren't required
- Include a cover letter
- Use keywords in resume and cover letter - employers search on keywords when looking to fill specific positions
- Attach resume or paste it into the application if asked; make sure its format is compatible
- Proofread your application before submitting it
- Spell check/grammar check if possible
- Follow up your electronic application with a personal e-mail to the recruiter
- Spelling, grammatical errors, typos, formatting problems and inconsistencies undermine all the hard work you put into building your resume

Good luck!