

Resumes: A Quick Guide

The Purpose of a Resume:

- To obtain a job interview (NOT the job itself)

Things to Consider:

- Be aware of the specific type of resume you need to create (see link at bottom of page) and format accordingly
- Use “**power verbs**” to grab an employer’s attention (i.e. accelerated, integrated, organized, etc.)
- Make it clean, clear, and effective. Your resume must grab the employer’s attention in as little as five seconds.

Your Resume Should Be:

- eye catching
- free of mechanical/type errors
- targeted to a specific position
- truthful

Sections to Include in your Resume:

- **Summary**-3-4 sentences that highlight your skills, abilities, and what you would bring to the position. This is the ONLY place to use full sentences and “I” in your resume. Use this as a link to specific experiences you will highlight in other sections.
- **Identification**- your name, mailing address, phone number(s), email address, website (if related to your professional life) Note: make sure this information sounds professional!
- **Education**- university/universities attended, degrees and/or certifications, major(s), minor(s), concentration(s), graduation date (month and year), GPA (if above 3.0), listed in reverse chronological order (most recent first). Optional: honors received (such as Dean’s List)
- **(Relevant) Experience**- Keep it relevant-- Include employment, internships/co-ops, volunteer work, research projects/theses, important campus activities

Other Optional Sections:

- **Awards, Honors, and Achievements**-again, must be relevant to the position. Be prepared to discuss this section more in-depth during an interview
- **Organizations/Activities**- organizations, clubs, community service, volunteer work that show achievement or professional standing
- **References**- DO NOT include references’ contact information on the resume, but prepare a separate sheet with this information to be handed to your interviewer.

For more detailed information on composing a resume, see Career Services’
“Resume and Cover Letter Book” at
<http://www.millersville.edu/elcm/files/resumewritingguide.pdf>

