RESUMES

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One of the most important documents in job searching is the resume. It is an essential marketing tool. A well-developed resume can be the initial key to landing the job.

Why do I need a "well-developed" resume?

Because it can be an effective tool in helping you stand out to employers and helping you get the job. If the resume is visually attractive, easy to follow, and tailored to the specific job opportunity, chances are the resume will get noticed and read which will hopefully lead to you getting the interview.

What is a resume for?

The purpose of a resume is not to get the job, but essentially for you to get your foot in the door and get an interview. The resume outlines your education, experience and skills. If these sections in the resume are strong and well-written, and a match with the employer's needs, you may receive an invitation to interview.

What goes into the resume?

Each person brings unique skills, abilities, qualifications and experience. The resume should be organized and formatted to emphasize your best assets and what you can bring to the position and organization. The following section will go into more detail about what should be included in your resume. The appropriate categories and formatting of a resume might differ based on your major or industry so make sure to have your resume reviewed by a career counselor or faculty person in your department:

Follow these steps to ensure that you have a resume that is professional and catches the employer's attention...

STEP 1—Brainstorm, research and prepare

See the Resume Preparation worksheet on page 4 for thoughts and ideas to get you started.

STEP 2—Review job postings

Be sure to know the requirements of the job or internship you are applying for so that you can address them in your resume. Make sure that you are qualified after completing your Resume Preparation worksheet. Can you identify the experiences in which you demonstrated and developed relevant skills, knowledge and abilities that are required for the job?

STEP 3—Write and Organize your Resume FORMATTING

- Use standard font styles such as Times New Roman, Garamond, Arial, or Courier. Select one size (12 point) (or 10 point for Arial). Use the same font style throughout your resume, cover letter, list of references and thank you letters. Make your name stand out with 14-18 font size and bold.
- All margins should be the same (top, bottom, left and right).
 One-inch margins are ideal, but you can go as small as a half-inch if necessary. Be aware of not making it seem like you've crammed in too much information. Start with a left justified margin and use tabs to indent text under categories
- Headings should be in **bold**, and can also be CAPITALIZED
- Try to avoid using templates.

NAME/HEADER

- Create a standard heading to be used on all documents: resume, cover letter, reference sheet, and thank-you letter.
 Be sure to include your name, address, phone number (home and/or cell), and e-mail address.
- The header should be visually appealing and catch the reader's attention. Your name should stand out.
- Make sure your email address is professional (awesomedude@hotmail.com probably isn't a good idea).

OBJECTIVE

- The objective establishes the focus of the resume and communicates your intentions to the potential employer. It can tell the employer that you made the resume for them.
- It is not always necessary to include a career objective. It can be helpful to include one if you're applying for a specific position. Essentially your cover letter will serve as the major objective statement.
- The objective should answer "what" (position or type of position) and "where" (company or industry). If you choose to elaborate on these, be sure to emphasize what specific (keep it limited) skills, experience or knowledge you have to offer.
- The objective should be clear and concise—one sentence.

Examples:

To obtain the Supply Chain Procurement position with The Boeing Company.

To obtain a Marketing Manager position with Starbucks Coffee Company where I can utilize my marketing background, communication skills and leadership abilities.

EDUCATION

- The education section should include the colleges and universities you have attended (you do not need to include high school information after your freshman year). You should include community colleges if you earned a degree. These should be listed in reverse chronological order (most recent first).
- The education section of your resume should include the following components:

Degree: list your degree as stated on your diploma—try to avoid abbreviations (i.e. Bachelor of Arts in Business Administration)

Concentration(s): major or specialty within your degree Minor(s)

School: Seattle University, Seattle, WA

Honors: include any academic honors such as scholarships or Dean's List (if you have several of these, you may want to list them in a separate section)

Overall/Major GPA: Include your overall and major GPAs if they are a 3.0 or better

Expected Graduation Date or Graduation Date: list the month and year of your anticipated graduation or official graduation

Work/Financed Education: If you worked while going to school and maybe even helped to finance your education, you may include that information here stating how many hours you worked a week or how much of your education you financed. This can show strong work ethic to the employer.

Specialized Training: If you have attended any special training programs **and** the training helps qualify you for the opening you are applying for, list it under this section.

Relevant Courses/Projects:

- Sometimes it is useful to include information about courses or projects that are directly related to the position you are applying for. This can be especially helpful if you don't have much specific experience in the field you're applying for.
- Choose courses or projects where you demonstrated skills or knowledge that are relevant for the desired position.
- Format the section similarly to the Experience section (see below) including the name of the project, course, dates, and bullet points using action verbs to describe your activities and accomplishments in the course or project.

EXPERIENCE

- Include all relevant experience (paid and unpaid, full-time, part -time, internship, etc.)
- The purpose of this section is to indicate the skills, knowledge, and experiences you have had in the past. The key is to describe your experience in a way that communicates to the employer qualifications that you can bring to the position.

You want to avoid simply listing duties at a previous job, and instead make it very clear to the employer what you have to offer.

- Think about your responsibilities in past jobs and decide which are most relevant to the desired position.
- Steps for writing the experience section:
- Take a blank sheet of paper and write your title, name of organization, location and dates of employment at the top of the page. Use separate sheets for each position.
- 2. List everything you did in that position on the page. Don't edit at this point. Just get your thoughts on paper.
- 3. Now go back over your duties and organize them according to category. For example: events management, administrative, or customer service. This will help you clarify the skills you utilized in each position to compare them with the skills the employer seeks.
- 4. Focus on three to five categories and ask yourself, "What did I accomplish in this task?" "Did I improve efficiency, communication, increase sales, decrease spending, or provide excellent customer service?" Write down these accomplishments.
- 5. Now write a dynamic sentence describing each accomplishment, keeping the following in mind:
- Begin each sentence with an action verb (see action verb list on the last page of this packet for examples)
- Be certain your verb tenses are correct. Use the present tense for your current job and past tense for your previous jobs.
- Avoid simply giving a job description by using passive expressions, such as, "responsible for", "duties as", "knowledge of", though one, short concise sentence might orient your reader as to what your position was.
- Incorporate numbers, percentages, and honors into your accomplishments. This tells your future employers the level of your experience and what you can do for them.
- Use parallel structure and consistency in listing your accomplishments.
- Organize positions in reverse chronological order, most recent first.
- 6. Read the job description to which you are applying. Have you shown in your experience section that you have the

skills and qualities the job requires? Make sure your resume is tailored to match the job.

ACTIVITIES/COMMUNITY SERVICE/CLUBS & ORGANIZATIONS

- Indicating your involvement in extra-curricular activities or volunteering can demonstrate to an employer that you are well-rounded, have leadership skills, and are organized. It also helps show the employer what you care about or are interested in beyond school and work.
- Include your role in the organization (i.e., Vice President), the name of the organization, where the organization is located, and the dates you participated.

SKILLS/HONORS

- This section is optional and can be separate or combined with the Activities section.
- List special skills that are appropriate to the position you are applying for such as foreign languages, computer skills, or any unique skill you feel could be an asset to a company.
- If you have several honors or awards, you may choose to list them here rather than in the education section. These can include Dean's List or other academic honors, scholarships, special recognitions, awards, etc.

Resume Design

There are a few different ways to design your resume depending on which style you feel would be more suited or effective to the desired position.

CHRONOLOGICAL RESUME

Focused on order and time of your experiences. Sections include: Objective, Education, Experience and Activities/
Community Service. Employers tend to prefer this simple format and this is one of the most commonly used designs.

FUNCTIONAL RESUME

Focused on competencies and skills and not necessarily on dates and positions. This resume might be appropriate if you are entering a field for the first time or if you feel you have skills that would be easily transferred to the position for which you are applying. It is also a powerful format that allows you to emphasize what you can do over what you have done. Skills and competencies are usually listed under specific headings such as Communication, Management, Production & Design, Training, etc. (**Not recommended for business majors)

COMBINATION RESUME

Combines both elements of the chronological and functional resumes. It includes the Objective, Education, and Experience sections as well as a Qualifications or Skills section. (**Not recommended for business majors)

CURRICULUM VITAE

This type of format is not very common for students just graduating from college. It is typically used when applying for positions in academia, research or grants. A curriculum vitae is more comprehensive than a standard resume and may be 3-10 pages in length. Sections may include Research, Publications, Professional Memberships, Courses Taught, Presentations, etc.

ELECTRONIC RESUME

This is often requested by companies who receive a high volume of resumes. Your resume is entered into a database. Employers do word searches in the database to find resumes that match the job qualifications. In this case, you need to re-format your resume so it's easy to read via database. To do this, remove any fancy formatting such as lines or boxes, bold, italics, or underlining. Change the font to a Courier type font in 10 or 12 point. Use spacing to separate sections of your resume, but avoid indenting. You resume should look like a basic text document. Test out the design by copying and pasting it on to a separate document to make sure it's readable. Career Service advisors can help you more with this process if you have any questions.

Resume Tips

- *Make your resume a customized marketing tool.
- *Refer to accomplishments rather than tasks.
- *Brief is best. In most cases, one page is preferred until your experience justifies two or unless your major or industry has different expectations.
- *Use space wisely and efficiently. The resume should look full, but not crowded.
- *What comes first gets read first. Put the most important information you want the recruiter to know at the top—most likely your education if you are graduating from college. Put the most important items first within each resume section as well. For example, if you feel the company name stands out the most, list it first, then your job title, city and state, then dates.
- *Formatting is key to making your resume easy to read and pleasing to the eye. Utilize bolding, italics, underlining, upper and lower case, etc. to make certain aspects of your resume stand out. Also be sure to indent and make sure that each section is lined up consistently.
- *Use solid bullet points to set off your skills and accomplishments. Do not use asterisks or dashes.
- *Keep the organization simple and consistent. You want the reader to focus on the content and not be distracted by inconsistent or confusing formatting.
- *Keep in mind that your resume is supposed to persuade the employer why you are a good candidate for the company—not what you want or why the company would be good for you.
- *Although there are some general guidelines for resumes, this is your document and you have the freedom to organize the information in whatever way best represents you. You ultimately need to be proud of and satisfied with your resume.
- *Make sure to proofread your resume. It must be free of errors which means no spelling or grammatical mistakes.
- *Print your resume on high-quality, bonded paper in conservative colors (white or off-white) when providing a hard copy of your resume. (Note: in certain industries such as graphic design or art, the design of the resume and the content are important. Make sure to check with your career counselor or a faculty member in your dept. to verify expectations in these industries).

References

It is recommended that you have three to five individuals as references. These people should feel comfortable discussing your qualifications, abilities, and perhaps previous work experiences or class experiences in a very positive manner. Choose people from a professional setting in your life such as employment or internship supervisors or co-workers, professors, advisors from professional organizations, or supervisors from community service organizations. It is common courtesy to ask the person first if they will be your reference. And you should notify your references when applying for a job so they can be prepared.

References are generally not provided with your resume and cover letter. You should wait until the employer requests your references, but have your list prepared beforehand. It is not necessary to indicate that "references are available upon request" on your resume because that is generally assumed and takes up unnecessary space.

Provide as much contact information about the reference as you can including name, title, company, address, phone, and email. It is also recommended that you include a short statement about what role that person served in your professional life such as *Supervisor* or *Professor*.

Resume Assistance

This guide is designed to give you an overview of basic resume information. However, a resume is a very personalized document. Your resume will not look like anyone else's because you have your own unique experiences and talents. It is strongly recommended that you have a career counselor review your resume as well. Career advisors in Career Services and the Albers Placement Center are trained and have knowledge on how to help personalize your resume and make it stand out to employers. They are also available to help you with other job application documents and to provide advice for your job or internship search. Make an appointment today!

Career Services
(for all majors)
Student Center Pavilion 110
206.296.6080
careerdev@seattleu.edu
http://www.seattleu.edu/careerservices

Albers Placement Center (for business majors) Pigott 331 206.296.5687 Pc-asbe@seattleu.edu http://www.seattleu.edu/asbe/apc

Please see following pages for examples of resumes, reference page and a verb list

Resume Preparation (complete this information before drafting your resume)

| | What type of position are you looking for? |
|---|--|
| | What education are you pursuing? Institution: Degree: Major: Minor: Graduation date: GPA: |
| | What education have you completed? Institution: Degree: Major: Minor: Graduation date: GPA: |
| | Other education: |
| | What business classes have you completed? |
| | Describe one or two in-class projects (presentations, business plans, case analyses) where you applied multiple business skills. |
| | List past and present employment. What were your responsibilities? What did you accomplish in those positions? What distinctions were you recognized for? When were you employed? |
| | Are you involved in school clubs or organizations? Or – have you been in the past? If so, list those activities, your responsibilities and accomplishments, and the dates you were involved. |
| | List any volunteer experience or community service projects that you are involved with or have been involved with in the past. List responsibilities, accomplishments and dates you were involved. |
| | List awards and honors that you have received. |
| | Identify skills. (i.e., Computer, language, typing) |
| ١ | |

Anita Job

100 Main Street Hometown, WA 98001 Home: 206.282.1234 * Cell: 360.329.5555 joba@seattleu.edu

OBJECTIVE: To obtain a Management position with Enterprise Rent-a-Car.

EDUCATION:

Bachelor of Arts in Communication

Seattle University, Seattle WA Anticipated Date of Graduation: June 2008 Overall GPA: 3.5/4.0: Major GPA: 3.0/4.0 Dean's List (Winter 2007 to Present)

WORK EXPERIENCE:

Rental Representative, Enterprise Rent-a-Car, Seattle, WA

(June 2007 to Present)

- · Promoted twice in three years
- Manage a two-person office with minimal supervision
- Identify customer issues and tailor services to meet customer needs
- Process all daily reports and transactions

Resident Assistant, Seattle University, Seattle, WA

(September 2006 to June 2007)

- Created and implemented programs for the residential community
- Developed leadership skills through supporting students and helping to solve conflicts
- Collaborated with team of Resident Assistants to plan joint hall events

Assistant Manager, McHugh's Restaurant, Tacoma, WA (January 2006 to September 2006)

- Promoted from host in six month's time
- Trusted with all transactions such as tracking and replenishing petty cash disbursements
- Trained new staff. Hired and terminated employees as necessary

COMMUNITY INVOLVEMENT:

Vice President of Public Relations Club, Seattle University, (September 2007 to Present) Beta Alpha Psi Member, Seattle University, (2006 to present) Intramural and community softball, soccer and volleyball. (2005 to 2006) Children's Literacy tutor, Bailey Gatzert Elementary School. (2005)

COMPUTER SKILLS:

Expertise in Microsoft Word, Excel, & PowerPoint. Desktop publishing: Corel and Pagemaker

LANGUAGE SKILLS:

Languages: Written and verbal fluency in Spanish.

Seymore Dollars

555 Cedar Lane, Apt 301 Seattle, WA 98001 206.555.8888 seymorewdollars@hotmail.com

OBJECTIVE: To obtain the Financial Analyst position with Washington Mutual Bank.

SKILLS & ATTRIBUTES

- Excellent presentation and interpersonal skills gained through two years in Toastmasters.
- Strong initiative and dedication developed through creating and completing community volunteer projects.
- Proficient in financial analysis and research from experience interning at Merrill Lynch

EDUCATION

Bachelor of Arts in Business Administration Degree, Finance Major

Seattle University, Seattle, WA, 2008

Finance GPA: 3.5/4.0 Cumulative GPA: 3.2/4.0 Member, Toastmasters, (September 2006-Present)

Accomplishments: Selected in-class projects.

Financial Analysis: Intermediate Accounting, Business Strategy & Policy, 2007

- Researched laptop computer industry standards
- Attained and evaluated Dell, Apple, and HP's annual reports
- Computed ratio analysis and residual value baseline for Dell. Apple. and HP
- Determined and analyzed key strengths and weaknesses of above companies
- Prescribed recommendations for attaining competitive advantage in laptop industry

EXPERIENCE

Financial Analyst Intern

(March 2008-June 2008)

Merrill Lynch, Bellevue, WA

- Assisted Financial Advisor on researching mutual funds for clients
- Analyzed client portfolios and helped with portfolio reconstruction and proposals
- Provided administrative support in daily office operations
- Communicated with and provided customer service to clients by answering their questions and providing them with timely information

Event Planner Volunteer

(September 2007-January 2008)

Emerald Hills Elementary School, Seattle, WA

- Created programs and activities for After School Program
- Collaborated with team of volunteers to prepare for and implement activities
- Recognized by supervisor with Volunteer of the Month award

Seymore Dollars

555 Cedar Lane, Apt 301 Seattle, WA 98001 206.555.8888 seymorewdollars@hotmail.com

REFERENCES

Ms. Sharon Demme

Manager Athlete's Foot Southcenter Mall Tukwila, WA 98956 206.987.7787 demme@athletesfoot.net Former Supervisor

Mr. Brian Denskle

Vice President for Marketing
Ailiah Corporation
987 Lynnwood Street
Bellevue, WA 98456
206.892.2934
denskle@ailiah.com
Mentor—Seattle University Albers Mentor Program

Mr. Jonathan Evans

Executive Director Web of Life 1290 17th Ave. NE, Suite 200 Seattle, WA 98756 206.784.9087 evans@weboflife.com Internship Supervisor

Dr. Arthur Munsk

Albers School of Business & Economics Seattle University 900 Broadway Seattle, WA 98122-4460 206.296.2939 munsk@seattleu.edu *Professor*

Action Verb List

Management Skills Communication Skills Helping/Teaching Skills administered addressed achieved analyzed arranged advised assigned authored assessed contracted corresponded assisted developed consolidated clarified directed coached coordinated delegated edited collaborated developed formulated counseled directed influenced demonstrated evaluated interpreted diagnosed executed lectured educated improved mediated encouraged increased moderated expedited organized motivated evaluated facilitated oversaw negotiated planned familiarized persuaded prioritized promoted quided produced publicized initiated recommended reconciled referred represented reviewed recruited strengthened translated taught

wrote

tutored

| Financial/Technical Skills | Research/Clerical Skills | Creative Skills |
|----------------------------|--------------------------|------------------------|
| allocated | approved | acted |
| assembled | arranged | conceptualized |
| analyzed | clarified | created |
| appraised | collected | designed |
| audited | critiqued | developed |
| balanced | diagnosed | directed |
| budgeted | evaluated | established |
| calculated | examined | fashioned |
| computed | Identified | founded |
| designed | implemented | illustrated |
| engineered | inspected | improved |
| fabricated | interpreted | instituted |
| forecasted | interviewed | integrated |
| maintained | investigated | introduced |
| operated | organized | invented |
| planned | processed | originated |
| programmed | reviewed | performed |
| projected | revised | planned |
| researched | scheduled | resolved |
| solved | summarized | revitalized |
| trained | surveyed | shaped |
| upgraded | systematized | transformed |

supervised