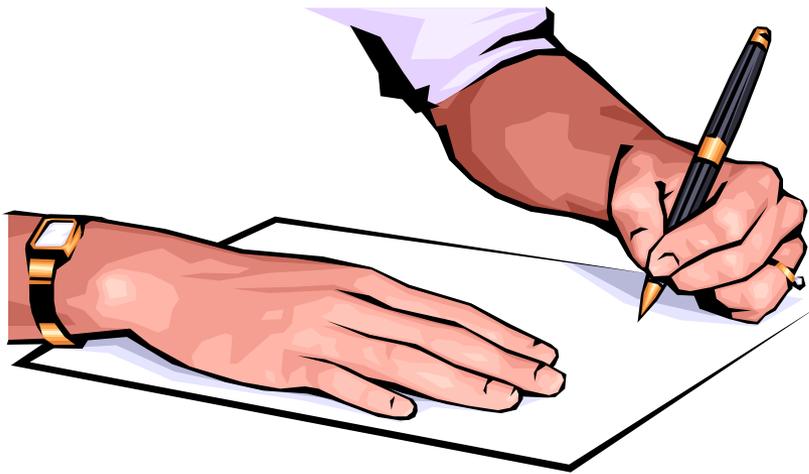


# Building a Résumé

# What is a Résumé?



- A résumé is a personal summary of your professional history and qualifications. It includes information about your career goals, education, work experience, activities, honors, and any special skills you might have.

# Purpose

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- To get an Interview (people will not hire you based only on your résumé)
  - How long will a prospective employer look at your résumé when they receive it? (look this up on Google, write an answer in your notes)
  - Design your résumé to be *Skimmable*
  - What are résumé killers?
    - Spelling errors
    - Grammatical Errors
    - Hard to Skim
    - Disorganized
-

# General Guidelines

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- Length: It is best to limit an entry-level résumé to one typed page. Be as concise as possible in stating information in each section of your résumé.
  - Font: Conservative style, 10 point or 12 point.
  - Margins: Top=.5 inch, Left, Right, Bottom = 1 inch
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# Organizing Your Résumé

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- Organize your résumé to highlight your unique skills and strengths. The most important information should go first.
  - Use Reverse Chronological order
  - Develop a consistent pattern when presenting your information
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# Reverse Chronological Résumé Style

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- Present your education and work experience in chronological order, beginning with your most recent experiences.

This style is best for people whose job experiences closely parallel the positions for which they are applying or for those who have not had periods of unemployment time between jobs.

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# Reverse Chronological Résumé Style

## Work Experience:

1997-Present U.S. Postal Service, Indianapolis. Worked as a Station Manager, delivering mail, overseeing retail sales, planning delivery to new routes

1994-1997 All Right Parking, Inc., Indianapolis. Worked as a Manager, handling customer relations, overseeing accounts, supervising twenty-five employees

1992-1994 Indianapolis Star, Indianapolis. Worked as a District Sales Manager recruiting and training new employees, managing crews of twenty-five carriers within nine counties, designing routes

# Education

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- This is an important section for recent college graduates or students seeking internships or summer jobs.
  - Beginning with the highest level of educational achievement, include information such as university attended, degrees earned, major, minors, grade point average, date of program completion, and so forth.
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# Education

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Purdue University, West Lafayette, IN    Graduation May 2000  
Bachelor of Science in Computer Engineering

- You do not have to include your GPA on the résumé, but if it isn't included, employers may assume that it is lower than it really is.
  - Always state the grade point scale your school is using.
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# Experience

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- Include positions you have held which are related, in some way, to the job you are seeking. These might be both paid and volunteer positions.
  - Be creative with this section of your résumé by describing and emphasizing your experiences in the most relevant way possible.
-

# Experience

## *Hospitality Intern*

*(May 1999-August 1999)*

*Mountain Jacks, Lafayette, IN*

- \* Oversaw the planning, production, preparation and prompt delivery of food
- \* Assisted in training and retaining new and experienced employees
- \* Created a positive and healthy atmosphere in the restaurant

Include information such as company name and location, job title, dates, and duties performed.

Make this section easy to read by using spacing and bullets.

Use action phrases to highlight the duties you have performed.

# Action Phrases

## *Hospitality Intern*

*(May 1999-August 1999)*

*Mountain Jacks, Lafayette, IN*

Oversaw the planning,  
production, preparation  
and prompt delivery of food

Assisted in training and  
retaining new and  
experienced employees

Created a positive and  
healthy atmosphere in the  
restaurant

- Set up a pattern and stick with it.
- Action phrases will help you avoid being too brief and from understating your qualifications.
- Think about your qualifications as a professional would.

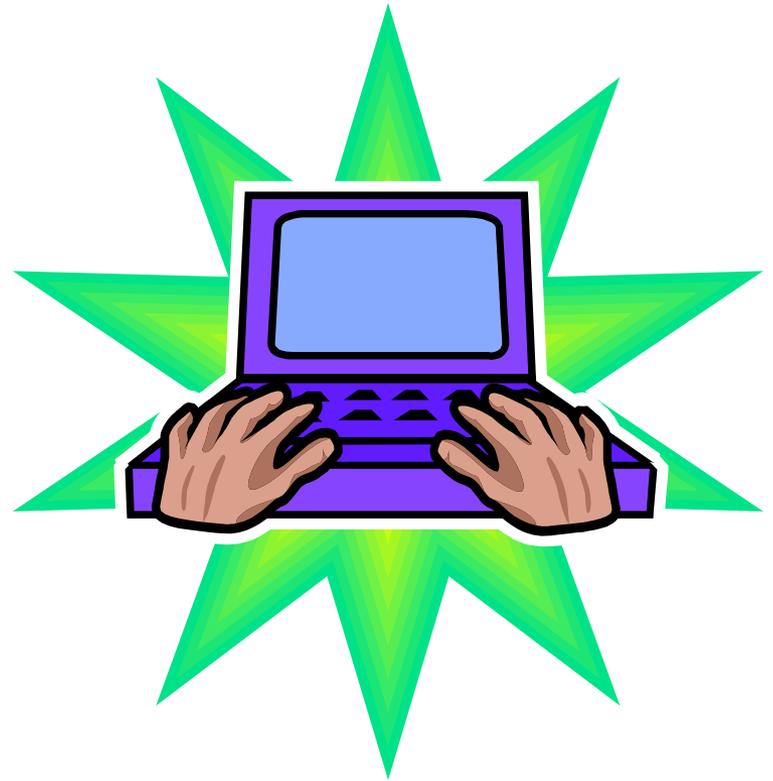
# Activities and Honors



- Include relevant activities and honors that you could discuss with your prospective employer or that have given you valuable experience or skills.

# Specialized Skills

- Include skills that make you unique, such as computer skills, foreign language skills, or military service.
- Be specific in describing your special skills; name computer programs you know, how long you studied a foreign language, or your dates of military service.



# References

- If you have extra space on the résumé, include the references right on the résumé
- If you do NOT have room on the résumé, state that references are available upon request.
- Choose professional references rather than character references. Employers and supervisors who know you and your work are the best references.

# References

Dr. Mary Delinsky  
Heavilon Hall, Room 226  
Purdue University  
West Lafayette, IN 47907  
(765) 494-3723

Dr. Delinsky is my current  
academic advisor in the  
Creative Writing and  
Science Fiction Program.

Always ask permission before  
you include any information  
on your reference sheet.

Include the names, addresses,  
and phone numbers of your  
references.

Consider giving your references  
a copy of your résumé so  
they will be prepared to talk  
to employers.