

Résumé Writing

WHAT IS A RESUME?

A resume is you ... on paper. It is a written representation of your educational background, work experiences and extracurricular activities & accomplishments; your resume is a self-marketing document that serves to support your immediate career objectives. It is the vehicle by which you convey to potential employers the type of information employers need to know when considering you as a candidate.

A resume must be able to stand on its own. You cannot verbally enhance and expand its content during an initial review. An effective resume should have an attractive appearance and be easy to scan quickly; It should also be well-written and concise in content. Your goal is to impress potential employers enough to say, "Yes! I want to interview that candidate."

Think about it. A college recruitment officer for a large organization may receive well over 500 resumes for a single position. Resumes are often eliminated from further consideration for reasons as simple as the following:

- ◆ Misspelled words
- ◆ Vague descriptions of job duties
- ◆ Lengthy and confusing information
- ◆ Irrelevant information
- ◆ Unexplained time gaps



Sounds almost too simple, right? Yet many excellent candidates have never even made it to an interview simply because they failed to take the time needed to ensure their resumes were the best they could be.

Don't be a victim of haphazard preparation! Take time to develop, revise, and fine-tune your resume. Have several people you trust look at it. Read it aloud. You should feel proud of the final copy and the way it represents you.

The CDC Peer Consultants can help you develop and polish your resume. Walk-in Hours M-F, 10 a.m. to 4 p.m.



Proofread, proofread, proofread!!!

Typos and other text errors can quickly move you from the "further consideration" pile to the "rejection" pile.

WHAT STYLE SHOULD YOU USE?

A variety of resume formats are used throughout the working world. While there is no one correct style, the three most popular are the chronological, functional and combination.

The chronological style resume works best for most traditional-age college students who have a continuing history of education, internships, externships, and summer and/or campus work. Chronological resumes list information in reverse chronological order (that is, starting with your most recent experience and working backwards). This format is easy to read and allows employers to scan the document quickly for pertinent information.

Functional resumes can often work well for non-traditional students with time gaps in their work or academic records. Functional resumes focus on an individual's skills, abilities and accomplishments rather than a chronological review of one's background.

Some individuals will find their resume is most effective when they create a combination-style resume - that is, a resume that is part chronological and part functional. Usually a combination-style resume will highlight an individual's background and experience in chronological format while listing additional skills and accomplishments in a functional format. While this type of resume can take more time and effort to develop, it is the most comprehensive in nature.

For questions about electronic resumes, contact CDC.

Bucknell

Career
Development
Center

**The Career Development Center and you:
bridging the path to your future!**

COMPONENTS OF YOUR RESUME

REQUIRED

Contact Information.

Include your name, address (both campus and permanent, if applicable), telephone number and an e-mail address that you check frequently. As the summer approaches, you might want to indicate the date after which you will no longer be using your campus address.

Education.

Include the name of the institution you are now attending. Indicate your anticipated date of graduation, name of degree (Bachelor of Arts or Bachelor of Science), and your major(s), minor(s) and other academic concentrations. If you have transferred from another college, studied abroad or taken summer courses at other institutions, you'll want to include names, dates and other pertinent information.

Work Experience.

Include any summer jobs, externships, internships, volunteer work, and part-time and full-time work experience you have held throughout your college years. In reverse chronological order, indicate your job title, employer name, city and state (or country), dates of employment, and a brief description of your duties, emphasizing accomplishments. Use action words and specific, concise phrases or bullets to describe your responsibilities. If your work experiences do not seem relevant to your field, you might try to demonstrate the transferable skills you developed on the job, such as communication skills or teamwork. If a job title is self-explanatory (such as a waitress or cashier), it is not necessary to explain job duties in detail unless you want to reinforce your transferable skills.

OPTIONAL

Objective.

This is a brief, yet specific statement about the type of employment you are seeking and /or what skills you would like to use. It is not necessary to include an objective on your resume, because your

cover letter should be the tool you use to express your career goals. If you won't be using a cover letter (for example, at a career fair), the objective can be a useful section. A *skills summary* section may be more effective - see a CDC counselor for more information.

Grade Point Average.

This is sometimes a criterion employers use for screening, so you may want to include your GPA if it is 3.0 or higher. You might also include your major GPA or most recent semester GPA.

If your GPA is below 3.0, you might want to speak with a counselor to determine the best way to market your resume. If you know the employer will screen based on GPA, don't let the resume be the first interaction the employer has with you.

High School.

In general, it is best to limit information, activities or achievements from high school, as these become less relevant as your college years progress. Exceptions are (1) if you are a first-year student, or (2) if the fact that you attended a certain high school is pertinent to the job in some way.

Relevant Coursework.

This option lets you list upper-level courses related to your field. Do not include course numbers or abbreviations.

Activities/Honors.

Include extracurricular activities, leadership positions, awards, scholarships and honors received in college. Briefly describe accomplishments or items that are not self-explanatory.

Hobbies.

In general, such a section should only be included if it is relevant to the position you are seeking.

Special Sections.

You may want to list your computer skills, research experience, publications, presentations, foreign language ability, travel, or professional affiliations and memberships in their own sections.

RESUME CRITIQUE CHECKLIST



- Content fits neatly on one page (two pages can be appropriate in a few situations; consult the CDC for more information).
- The document is perfect - No spelling, grammar or punctuation errors.
- Formatting is neat, professional, and well-organized.
- Your contact information is presented clearly at the top of the page.
- Margins are as close as possible to 1.0" on all sides.
- Layout makes the document easy to read.
- Action words are used to communicate accomplishments.
- Descriptions of duties and accomplishments are specific and relevant to the position for which you are applying.
- If resume is printed, it is laser-printed on 20-24lb (heavy bond) business stationery; a conservative color, such as white, ivory, or pale gray is best.
- Underlining, boldface, italics, capital letters, and skipped lines are used appropriately and consistently.

IMPORTANT INFORMATION TO INCLUDE



Ideally your resume should be specifically tailored to match the responsibilities of each position for which you apply. If possible, it is helpful to obtain a formalized job description (or advertisement of the position) to review prior to writing both your resume and cover letter. Note the skills, experiences, and personal characteristics the employer is seeking. Do you meet these requirements? If so, how can you demonstrate this clearly and effectively?

THE IMPORTANCE OF ACTION WORDS

Action words are the key element to an effective and impressive resume. In a sense, they can make or break your possibility of advancing into the interviewing phase of the job search.

The power of action words is in the way they can effectively describe the skills and experiences you can offer to a potential employer. Below is a list of some *action words* that you might find useful in writing your resume:

Management	translated	calculated	planned
administered	wrote	computed	projected
analyzed	Clerical or Detail	designed	researched
assigned	approved	devised	Creative
attained	arranged	engineered	acted
chaired	catalogued	fabricated	conceptualized
consolidated	classified	maintained	created
coordinated	collected	operated	designed
delegated	compiled	overhauled	developed
developed	dispatched	programmed	directed
directed	executed	remodeled	established
evaluated	generated	repair	fashioned
executed	implemented	solved	founded
improved	inspected	trained	illustrated
increased	monitored	upgraded	instituted
organized	operated	Teaching	integrated
oversaw	organized	adapted	introduced
planned	prepared	advised	invented
prioritized	processed	clarified	originated
produced	purchased	coached	performed
recommended	recorded	communicated	planned
reviewed	retrieved	coordinated	revitalized
scheduled	screened	developed	shaped
strengthened	specified	enabled	Helping
supervised	systematized	encouraged	assessed
Communication	tabulated	evaluated	assisted
addressed	validated	explained	clarified
arbitrated	Research	facilitated	coached
arranged	clarified	guided	counseled
authored	collected	informed	demonstrated
corresponded	critiqued	initiated	diagnosed
developed	diagnosed	instructed	educated
directed	evaluated	persuaded	expedited
drafted	examined	set goals	facilitated
edited	extracted	stimulated	familiarized
enlisted	identified	Financial	guided
formulated	inspected	administered	referred
influenced	interpreted	allocated	rehabilitated
interpreted	interviewed	analyzed	represented
lectured	investigated	appraised	
mediated	organized	audited	
moderated	reviewed	balanced	
motivated	summarized	budgeted	
negotiated	surveyed	calculated	
persuaded	systematized	computed	
promoted	Technical	developed	
publicized	assembled	forecasted	
reconciled	built	managed	
recruited		marketed	
spoke			

Source: Resume Action Verbs—Boston College.
<http://www.bc.edu/offices/careers/skills/resumes/verbs>

It is important to note that even if you do not have direct experience in the field you are interested in pursuing you may have a variety of skills and experiences which would easily transfer into this work situation. *Transferable skills* have allowed many people to obtain positions for which they would otherwise not be qualified. How do you know what transferable skills you possess? Consider your educational, work and extracurricular experiences.

For example, let's say you're looking for a position in the publishing field. Do you have strong writing skills? A flair for detail? Are you creative, imaginative, energetic? Have you written for the a campus newspaper or interned for a public relations organization? Is your degree in English or another humanities area? Have you taken any courses in management? Have you researched the field to know if you prefer magazine, periodical, book or newspaper publishing? Do you want to pursue copywriting, editorial work, advertising/sales promotion, reporting or research? Quiz yourself on how you measure up to the qualifications.

Unlike a job application form (which typically provides you with a structured means of gathering information of interest to employers), a resume is open-ended and affords you the opportunity to structure information in the way it best represents you. There is no prescribed way in which you must do your resume.

Your final decision about the content and format of your resume rests with you. However, we do recommend that you have a CDC peer consultant or staff member review your resume prior to sending it to an organization or company.

CAREER COUNSELORS & ADVISORS

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CDC HOURS and CONTACT INFORMATION:

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 Botany Building; Ph: 570-577-1238; E-mail: cdc@bucknell.edu

CAREER DEVELOPMENT CENTER (CDC)

RESUME RUBRIC

	Resume should effectively land you an interview. GOOD JOB!	Resume could land you an interview (borderline case.)	Resume is average, needs improvement to rise to the "top of the stack."	Resume needs significant improvement and would be discarded during screening
Format	This resume fills the page but also is not overcrowded. There are no grammar or spelling errors. This resume could be easily scanned.	This resume almost fills the page but has some uneven white space. There may be a single spelling or grammar error here.	The font and spacing of this resume are not appealing and easily scanned. There are more than one spelling or grammar errors.	This resume is either one-half page or two to three pages long. The font is too big or may be hard to read. There is more white space than words on the page. There are multiple spelling errors.
Education Section	This section is organized, clear, and well defined. It highlights the most pertinent information. This section includes: institution with its location, graduation date, major, degree, GPA, study abroad, and any relevant course work.	This section is organized and easy to read. This section includes: institution with its location, graduation date, major, and degree. GPA is missing from this section. Also, extra information such as study abroad and course work are not mentioned.	This section is not well organized. Information such as institution with its location, graduation date, and major are included. Degree and GPA are not listed. There is no order to how information is formatted in this section.	This section is missing the most crucial information. Institution is listed without a location. Graduation date is not listed. Major is listed but not degree. No GPA is stated in this section.
Experience Section	This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and well marketed in the form of bullet statements beginning with action verbs. This section could be split into related and other experience.	Descriptions are clear in the form of bullet statements beginning with action verbs. Descriptions are not detailed enough to fully understand what was done. Information does not relate 100 percent to the intended career field. Places of work, location, titles, and dates are included for each position.	Descriptions are not in the form of bullets beginning with action verbs. Complete sentences in paragraph form are used to describe previous positions. Places of work are included for each position but not locations, dates, and titles.	This section is not well defined, and there is no order to the descriptions of each position. Descriptions are not detailed and offer no illustration of what was done. No locations and dates of employment are listed.
Honors/Activities	This section is well organized and easy to understand. Activities and honors are listed and descriptions include skills gained and leadership roles held. Dates of involvement are listed.	This section includes all necessary information but is difficult to follow. Leadership roles within organizations are listed but skills are not defined. Dates of involvement are listed.	This section is missing key information such as leadership positions held or dates of involvement. Organizations are listed describing the organization, not individual involvement.	This section is missing or contains very little information. Organization titles or dates of involvement are not listed. No descriptions are listed.

Source: http://www.naceweb.org/pubs/journal/fa05/raphael_fig1.htm; National Association of Colleges and Employers (NACE)

How To Guard Your Privacy On-Line

A job search is an information-sharing campaign by its nature, however, that doesn't mean you have to give up control over who sees your information. With the many opportunities to post resumes, join listserv discussions, register for job search sites, and network on the internet, it is a good idea to be aware of basic safety measures to guard your privacy online.

Even if you have no concerns now about sharing information about yourself with anyone who is interested, realize that this information can be archived and/or circulating on the internet long after you are finished publicizing the fact that you are seeking a position. Also, with rising concerns about identity theft, viruses, and junk mail, it is important to realize that the information about you or your references on your resume or online application can be valuable to people for reasons other than employment.

Here are some tips to keep in mind when using online job search resources:

1. Read the privacy policy of the job search site, resume writing service or resume distribution service that you are using. If the privacy policy is not posted on the site, you do not have legal protection if problems arise.
2. Make sure you can delete your resume before posting it.
3. Post your resume sparingly, focus on quality, not quantity.
4. Use a disposable email address. Don't give out your full name, phone number, or home address.
5. Limit personal information, such as bank account numbers, mother's maiden name, or social security number.
6. Limit cookies - set your browser to not accept third-party cookies.
7. Be realistic about risks. Even the most careful and conscientious sites cannot control your resume after an employer has downloaded it.
8. Avoid vague offers from employers, look for specific names of companies and job descriptions.
9. Keep good records of where you post your resume and remember to go back and delete the resume after you have finished your job search.
10. Your resume belongs to you. You own your resume and the copyright on it. You have the right to complain if you don't like how your resume is being handled.



- Adapted from Dixon, Pam, Online Job Search Web Sites: Tips to Safeguard Your Privacy; <http://www.privacyrights.org/>