

Résumé Tips

Dual Career Program

The competition for jobs in today's economy is tough. When you relocate and are attempting to find employment in a new area, your résumé is a critical tool. It helps you stand out from the crowd.

If done effectively, it describes you . . . on paper. A potential employer should get an understanding of your strengths and relevant work experience, even with a quick read of your résumé. Your goal is to impress potential employers enough to say, "Yes! I want to interview that candidate."

Helpful Tips

Career Objective - A statement which tells the employer what type of position you are seeking, it's probably the most difficult part of the resume to write. Why? Because it is important to be as specific as possible. A vague statement probably won't create a positive impression in the employer's mind, yet you don't want to be so specific as to eliminate viable possibilities. People want to hire someone who knows what he/she wants.

Descriptive Statements - Begin with strong action verbs. Avoid "duties included" or "responsible for". Include concrete examples and numbers whenever possible.

Emphasize Relevant Main Points - Identify skills, communicate strengths, and emphasize results. Describe your accomplishments rather than the work environment.

Special Sections - Includes areas such as computer skills, research, publications, travel, skills, languages, awards, and professional affiliations. These topics are not required to be included in a resume but sometimes help to enhance or support your career direction.

Bucknell's HR office can review your résumé and offer feedback.