

Have you struggled with creating your resume? This guide is designed to help you create your resume. Inside, you will find tips, techniques and strategies to help you land your dream job.

Resume Guide

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What is a Resume?

A Resume is a summary of your skills, accomplishments, education and abilities used to apply for jobs/internships and/or graduate schools. It is a snapshot portfolio of who you are and what you aspire to be. It is probably the single most useful tool in your job search.

Since it is the primary document, it should be thoughtfully written and strategically marketed.

Reflect upon your experiences and accomplishments. This is a great opportunity to brainstorm and jot down a few past professional experiences that will highlight you. You can make a list of things that you wish to add on your resume that would distinguish you amongst your peers.

Emphasize your success and strengths. Once you have identified your experiences that you wish to add, go through and highlight your key strengths that contributed to your success or achievement. These are typically things that you consider to be your core strengths.

Scan your resume for opportunities. This is a good time to scan through your resume to select some unique experiences. These are things that you want to focus on during the interview. Remember to be prepared to provide details of your previous opportunity and connect it to your desired position.

Understand the needs of the prospective position you are applying to. It is important to understand the needs of your prospective employer. Remember to know where you would like to go or what you would like to do to help create a more catered and promising resume.

Modify your resume according to your desired position. Once you have understood your prospective employer's needs, it is important to modify your resume accordingly to match with key words. An employer will be more likely to review a resume if it's catered to what they are looking for.

Edit and Evaluate for any red flags, spelling mistakes, overall appearance etc. Remember to edit your resume for any spelling mistakes, large employment gaps, etc. It's also a good time to see your overall appearance of your resume. This provides you one last opportunity before your resume is screened in the "public eye". Remember to dress it up just as you would depending on your audience.



Tone and Language

The tone and language used in your resume should be positive, full of energy, and should convey a sense of achievement, commitment and dedication. The audience of your resume should feel excited about the prospect of meeting and learning more about you.

Resume should be written in first person narrative. A first person narrative is described as the viewpoint of writing or speaking directly about yourself. The first part of your statement is the subject and answers the question, “What you did?”, the second part of the statement should answer the questions, With Who or what, What exactly you did, How did you do it, How much or many were involved? etc.?

The following key points stand as a reminder:

- Use approximately one line short meaningful phrase(s) or statement(s)
- Begin each statement with a strong action verb
- Focus on your transferable skills that support your accomplishments
- Quantify your information as much as possible: dates, numbers, figures, etc.
- Use consistent verb tenses that accurately reflect your position(s) ➤ Use appropriate parallel grammatical structures consistently

Your resume is a reflection of your personal and professional accomplishments. It is a document that should accurately reflect who you are, but more importantly where you would like to go next.

Key Reminders:

- ❖ Resume should be one page; however this may vary if you have extensive experience
- ❖ Use an 11 to 12 font size point for your content. Headings should be slightly larger
- ❖ Use bold and italics to emphasize a particular heading or content
- ❖ Use professional standard fonts such as Times New Roman, Helvetica, Ariel, Calibri
- ❖ Proofread and evaluate your resume
- ❖ Once it is out to the public, you no longer have control. Therefore, make sure it is an accurate reflection of you and your accomplishments.



What to Include on a Resume

Contact Information:

- Legal First and last name
- Current Address
- Working Telephone Number
- Appropriate and valid E-mail
- Link to personal E-portfolio, Professional Blog, Website, or LinkedIn Profile

Objective:

- Optional
- Specific brief statement which aligns your skills to the relevant position or industry

Education:

- Reverse chronological order of university and/schools attended
- Dates of attendance (start-end)
- Degree(s) in progress or achieved
- Major and minor if applicable
- Relevant academic scholarship(s)
- Recent Honors & Awards

Research:

- Special Projects
- Papers published
- Teaching opportunities

Experience:

- Reverse chronological order of recent positions
- Dates of employment (start-end)
- Position title
- City, State
- Provide detailed description of your responsibilities and position



What to Include on a Resume (Continued)

Volunteer:

- Reverse chronological order of recent volunteer activities
- Dates of volunteer (start-end)
- Volunteer title
- City, State
- Provide detailed description of your responsibilities and position

Extracurricular Activities:

- Include recent student activities
- Highlight leadership title(s) if applicable

Skills:

- Highlight any additional skills that have not been covered. This can include, language skills, technical skills, other

Tips:

- ❖ Customize and target your resume according to a specific career
- ❖ Highlight your skills that have contributed to your success
- ❖ “Show” your position, rather than list your responsibilities
- ❖ Highlight specific skills that relate directly to the specific position you are applying for
- ❖ Use industry buzzword and acronyms
- ❖ Quantify your accomplishments with numbers or other concrete measures of success
- ❖ Balance your resume with text and white space appropriately
- ❖ Make sure your resume has an easy flow and is content rich
- ❖ Use common and logical sense
- ❖ Do not include any personal information such as age, marital status, gender, nationality, ethnicity or previous salary information
- ❖ Use standard professional font and font size



Transferable Skills

Transferable Skills are skills that you have acquired throughout your professional or personal life that can be transferred onward. Identify transferable skills that will allow your resume to be more marketable to prospective employers.

Communication Skills

- Listen attentively to understand and paraphrase the content appropriately
- Provide informative insight to pertinent matters
- Effectively speak to individuals and small/large groups in a professional manner
- Professionally use social media to represent organization
- Work in a collaborative team oriented environment
- Share ideas amongst likeminded individuals
- Provide descriptive analysis of learning outcomes
- Uphold the integrity of the organization by maintaining professional demeanor
- Allow others to express their opinions without interruptions
- Acquire strength to manage yourself in high stress situations ➤ Build rapport with audience

Leadership and Management Skills

- Understand the intrinsic key motivators respective to individuals
- Identify individual potential and encourage individuals to achieve
- Delegate responsibility and individual task assignments
- Motivate and lead a group of people towards a common goal
- Provide opportunity for individuals to express their views
- Encourage input and deliberate dialogue
- Take responsibility and ownership for firm decisions
- Provide results and a comprehensive analysis
- Resolve conflicts in a fair manner
- Distinguish priorities with aligned goals
- Be Open to receive and provide constructive feedback and suggestions
- Build trust based on integrity of higher standards of self/organization/others
- Obtain a macro view to make strategic decisions
- Establish a high morale professional environment



Business Skills

- Work under high pressure and tight deadlines
- Follow through with plan of action
- Project analysis of data
- Allocate and delegate responsibilities accordingly
- Assess current and forecast future needs
- Understand what the business needs are and how to deliver successfully
- Increase efficiency and sales
- Work with time sensitive material
- Proven ability work interdepartmentally and externally
- Provide consultative support as needed

Teaching Skills

- Ability to help others gain knowledge
- Acquire knowledge through multiple sources
- Create a supportive and safe learning environment
- Develop strategies to keep individuals engaged
- Design and incorporate learning strategies
- Adhere to higher standards
- Facilitate small and large group seminars and workshops
- Provide feedback and assessments
- Identify core strengths and weaknesses of individuals
- Provide encouragement and unconditional belief in individuals potential
- Establish positive relationships
- Deliver meaningful lessons in a creative fashion
- Ensure that individuals progress is directed towards objectives and expectations
- Provide counseling based on individual needs

Analytical and Critical Thinking Skills

- Use logic and reasoning to conduct a Strength, Weakness, Opportunity, Threat (SWOT) analysis
- Work with large amounts of data to produce meaningful results
- Use innovative techniques to resolve complicated issues
- Discover a more efficient and effective way to complete a particular task
- Create processes to allow for a more organized and step by step approach
- Translate complex problems into tangible results
- Approach problems from an objective viewpoint
- Skilled at identifying the core of the problem and outlining the parameters



- Identify the core components and understand how they are interrelated
- Ability to focus on actual data to create an analysis report
- Carefully assess the situation and make an informed decision ➤ Weigh the pros and cons of the situation

Research Skills

- Obtain information from a variety of reliable sources
- Provide references of research material
- Evaluate information based on accuracy and validity
- Present ideas and research in a clear and concise manner
- Unique ability to conceptualize future needs based on current findings
- Contribute to research discoveries
- Process complex data analysis
- Review research findings in a detailed manner
- Extract relevant information
- Summarize results in a simple and logical manner
- Effective at analyzing and evaluating procedures and policies

Technical Skills

- Work in a proficient manner
- Design large networks
- Sort data and objects with reasoning and logic
- Compile and test data repetitively
- Detail oriented
- Understand the end result
- Monitor progress and projects
- Test outcomes
- Extract important information
- Evaluate and understand overall project

Time Management Skills

- Ability to prioritize necessary tasks and estimated time frame
- Identify relevant resources to accomplish task
- Master the ability to dedicate a specific amount of time for a specific task
- Understand the desired outcome to create an effective plan of action
- Schedule tasks respective to consistent energy levels
- Set attainable and realistic goals with a specific timeframe



- Plan early to avoid being late
- Complete tasks and contracts efficiently
- Predict future outcomes and consequences
- Demonstrate leadership and responsibility
- Monitor time dedicated towards one assignment or project
- Maximize effort and energy to be successful

Human Service Skills

- Exhibit interpersonal skills interdepartmentally
- Use best judgment to assess a situation and make an informed decision
- Acquire the ability to understand others' reactions
- Act as an active participant
- Contribute to a supportive professional environment
- Interact well with a diverse group of individuals
- Participate in personal and professional development activities
- Resolve conflicts in a discipline manner
- Advocate for fair justice
- Talk in a positive manner ➤ Interpret body language
- Communicate effectively
- Arrange for small or large group meetings ➤ Suggest valuable insights during meetings
- Inform all individuals in a professional manner
- Follow up with vendors or clients in a time conscious manner
- Empathize with individual's perceived body language



Resume Checklist

- Is the design and layout professional?
- Have you polished the resume for a visibly pleasing look?
- Is the font chosen appropriate?
- Is the length of the content balanced with the white space?
- Is your tone and language positive?
- Are margins even and consistent?
- Does the second page contain a heading? Is the page break formatted correctly?
- Have you proofread your resume for any spelling or grammatical mistakes?
- Is all the information written correct and honest?
- Have you used strong action verbs and transferable skills?
- Does it accurately reflect your accomplishments?
- Is it aligned with your future goals or desired position?
- Does it reflect the needs or the prospective organization or position?
- Is your resume your best piece of work?
- Ask yourself, would you hire yourself based on your resume?