

## **Resume and Interview Workshop – 9/17/2012**

### **Resume**

A resume is a brief document that summarizes your education, employment history, and experience that are relevant to your qualifications for a particular job for which you are applying. The purpose of a resume (along with your cover letter) is to get an interview. (OWL, 2012)

### **Sections**

- Contact
- Objective
- Education
- Experience
- Honors, activities, and outreach

### **Contact Sections**

- Full name
- E-mail address
- Address
- Phone number(s)
- Web address/URL

### **Objective**

Summary of who you are, what you are looking for and what you have to offer

- Should be specific to the job you are applying for

### **Education**

- Schools you have attended such as universities and 4-year colleges, junior and community colleges, as well as professional and technical schools (rarely high schools, unless somehow relevant)
- Location of school
- Date of Graduation, actual or anticipated
- Degree(s) earned
- Grade point average (GPA) if over 3.0

### **Experience**

An experience section emphasizes your past and present employment and/or your participation in relevant activities.

- Work Experience
- Professional Experience
- Work History
- Field Work
- Volunteer Work
- Relevant Experience
- Honors, activities, and outreach
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**Include –**

- Start and end dates of employment
- Job Title

**Honors and Activities**

- Academic awards and scholarships
- Membership in campus, national, or international organizations
- Leadership positions held in campus, national, or international organizations,
- Work-related awards or honors
- Date of award or dates of involvement in an activity

**Skills**

- List jobs, activities, projects and special offices.
- Think of skills you have gained through those experiences.
- Group these skills into 3-5 job related skills categories and use these as headings.
- List your skills with significant details under the headings.
- Arrange headings in order of importance as they relate to your career objective.
- Arrange skills under headings in order of importance according to your goal.

**Formatting**

- Formatting is one of the most important aspects to a resume
- Use a template
- Follows the 'column rules' (margin should be 1 inch on all sides)
- Number and name each page
- Bullet points and short sentences are more effective
- Consistent font size and styles
- Name your files appropriately – Last name, first name, Resume
  - Untitled 1, My Resume.doc, final resume are not appropriate

**Resume Tips**

- Remember don't need to put everything on your resume
- Tailor for your audience
- 100% honest on your resume – the violin story
- Spend time on your resume don't do it the night before
- If you have good experience put it before education
- 2 pages max at this stage in your career
- Ask yourself, what makes me a standout from the crowd and make sure it is in your resume
- Professional email address
- Correct spelling and grammar are critical
- Phone number (yours not mom and dad) with professional voicemail setup
- If emailing resume always put it in a PDF with cover letter
- Always include a personal cover letter specific to company and job.
  - Put contact info on cover page
- **What happens when you search for yourself online?**