

Resume Writing

Crown College Career Services: www.crown.edu/career
952.446.4352 or email: nobled@crown.edu



WHAT IS A RESUME?

- ✓ A resume is a concise (usually one page; 2 pages if pertinent with lots of experience) summary of your experiences and qualifications as they relate to a particular position. It's also something of a sales pitch about you. To be most effective, your resume must be job/employer-centered, focusing on how you fit what the employer is looking for in a candidate.
- ✓ Because a resume is a reflection of an individual, there is no one perfect way to approach writing a resume; however, there are some basic guidelines to follow-- which apply to all resumes. If you are pursuing a position in more than one field, you will need several versions of your resume.

STEPS TO WRITING YOUR RESUME:

- 1) DO NOT USE A RESUME TEMPLATE! Start with a blank Word document.** Use a reverse chronological format that focuses more on positions, dates and duties. This type of resume is best suited for someone without much work experience or for recent grads, but is often the best format for those with years of experience. It is recommended to save your finished resume as a PDF.
- 2) Create a heading with your contact information:** (e.g. name, address, phone #, and email address) Do not use a header or footer for this information. You may include a website link to examples of your work that an employer would want to see. (e.g. Education, Communication, Worship Arts)
- 3) Identify and write your objective (optional).** An objective (if used) needs to be specific to the position that you are applying for (e.g. "Seeking _____ at _____").
- 4) You may include a Summary of Skills or Qualifications section (optional) that fits the position that you are applying for.** Demonstrate your skills as they relate to the position. The job description is the best place to see the skills required for the position.
- 5) List your education.** List the college name, and location, your degree name, and expected graduation date. Do not include high school information (unless you are a first-year student, just out of high school). You may want to include a section on relevant courses if you don't have much experience for the type of the position you are applying for.

- 6) **List your experiences.** Do not limit this to paid positions. You may include internships, or significant volunteering. The positions should be listed in reverse chronological order. Each listing must include your job title, dates of employment, the name of the place you worked and the location (city, state). You may have two sections for this on your resume. “Related Experience” and “Other Experience.” Include descriptions of your responsibilities with a focus on accomplishments and achievements. Begin these descriptions with strong action verbs. Action verbs (managed, created, designed). Stress skills, strengths, accomplishments and qualifications. Use short, dynamic, descriptive phrases rather than long sentences or paragraphs. Don’t just list duties.
- 7) **Include a section or sections with the following.** Activities, interests, special skills (languages, computer skills), training, honors, certifications, licenses and awards or hobbies. Focus on transferable skills gained through campus involvement (clubs, organizations or sports), volunteer work, service experiences, class projects, internships and activities.

RESUME TIPS:

- 1) **Consider the overall appearance of your resume.** Is the layout professional? Is it neat, free of grammar/spelling mistakes and consistent in its organization and verb tenses? Does it avoid the use of personal pronouns and abbreviations? – Again, **DO NOT USE A TEMPLATE!**
- 2) If you are mailing it (which is rare nowadays), select quality linen paper (20-50 pound bond paper) and choose conservative colors (white, ivory, gray or cream). You can use the same paper for your cover letter, reference page and thank you letters after the interview. This paper can be bought at Target, Walmart, Office Depot, or Office Max.
- 3) **Proofread it carefully multiple times and have a few people review each draft until you have an error free resume.** It can be very helpful to have a professional in your field review your resume.

REFERENCES:

Create a separate reference page. You can use your same resume look (contact information at the top). Include your reference persons name and title, company / organization where they work, their address, phone number(s) and email address.

SCANNABLE RESUMES/APPLICANT TRACKING SYSTEMS:

If you are applying for a position at a large company, your resume will most likely be scanned in an Applicant Tracking System like Kenexa or Taleo. If so, you will need to write a different type of resume. Keep to very basic fonts and formats. No underlines and italics.