

RESUME WRITING

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What is a Resume?

A resume is a concise (usually one page) summary of your experiences and qualifications for a particular career or position. To be most effective, your resume must be employer-centered, focusing on how you can meet the needs of the employer. It should tell the employer who you are, what you know, what you have done and what you can do for them. Because a resume reflects an individual, there is no one perfect way to approach writing 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 multiple versions of your resume.

Do not use a resume template that you find online. They are filled with formatting issues that Applicant Tracking Systems do not read! Most recruiters are very familiar with the templates, and do not like them. Using them says that you're lazy and won't take the time to create your own. It causes the recruiter to wonder what kind of effort you'll put into the job.

Steps to Writing Your Resume:

1. Select the type of resume format you will use.

Decide whether you will write a **chronological**, **functional** or **combination** resume. The chronological resume focuses more on dates, positions and duties in reverse chronological order and is best suited for someone with a lot of work experience that relates to their goals or objectives, or for recent grads.

A functional resume emphasizes transferable skills, qualifications and accomplishments and is good if you lack work experience or are trying to enter a new occupation.

A combination resume combines the best elements of both formats. **For most people, including students, a chronological resume is best.**

A resume will have multiple sections, each with a **section heading**.

- 2. Use a resume worksheet to gather all information** on your education, internships, work experience, activities, and honors.
- 3. Create a heading** (name, address, phone, email address, LinkedIn link)
- 4. Include job titles, just under your heading, for the positions that you are seeking.** Research jobs in your field and use those job titles.
- 5. Include a "Summary of Skills" or "Summary of Qualifications" section.** This section needs to include the hard/technical and soft/people skills that you have that fit the position. Review the job description to learn the hard and soft skills that are required for the position. You are trying to show the employer how you fit/match the position.

6. **Create an Education section.** Do not include high school information. You may want to include a section on relevant courses if you do not have much experience for the type of position you are applying for.
7. **Create an Experience section.** 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 "Additional Experience". Include descriptions of your responsibilities with a focus on accomplishments and achievements. Begin these descriptions with action verbs. Examples of action verbs are: organized, counseled, and evaluated. Stress skills, strengths, accomplishments, and qualifications. Use short, dynamic, descriptive phrases rather than long sentences or paragraphs. Do not just list duties.
8. **Include a section or sections with the following.** Activities (clubs, sports, volunteering), honors, certifications, licenses and awards. The title of this section will depend on what you have to put there. Depending on your major or career field you may instead include licenses or certifications in your Education section (i.e., teachers and nurses, EMT).

Resume Tips:

1. Consider the overall appearance of your resume. Is the layout professional and consistent? 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?
2. Use quality resume paper and choose conservative colors (white, ivory, gray or cream). Make copies. You can use the same paper for your cover letter, reference page and thank you letters after the interview.
3. Ask a few people to review your resume? Have a professor or professional in your field, or a friend or family member who is good at editing review your resume.
4. For additional advice on resumes and to see more examples go to the Counseling and Career Center Website and contact Don, Career Services Coordinator.

References:

Create a separate reference page unless you are a ministry major. You can use your resume heading. Include your reference person's name and title, company/ organization where they work, their address, phone number and email address.

ATS/Scannable resumes:

Applicant Tracking Systems are commonly used today. You want a resume that will be read completely by the tool. This is a good article on how to write an ATS friendly resume.

<https://www.jobscan.co/blog/ats-resume/>