

# *Resumé Writing*



# Rationale

- ▶ This is part I of a two-week segment.
- ▶ Part II comes next week when you go through mock job interviews.
- ▶ While you do not have a lot to put on a resumé at this age, it is still good practice.



# Exercise

- ▶ You will spend one day researching and developing your own resumé.
- ▶ There are many different formats to use for a resumé.
- ▶ To review some of these formats, here are some internet resources:
  - ▶ <http://www.gradview.com/careers/resumetype.html>
  - ▶ <http://www.career.vt.edu/JOBSEARC/Resumes/formats.htm>
  - ▶ <http://jobsearch.about.com/od/sampleresumes/a/sampleresume2.htm>.



# Make It Perfect

- ▶ Regardless of the format, there is no room for errors in a resumé.
- ▶ Sometimes hundreds of people apply for one job.
- ▶ Of those hundreds of applicants, approximately three will receive an interview.
- ▶ Resumés are used to quickly weed out applicants.
- ▶ Here is a list of steps you can take to make sure your resumé does not end up in the trash can.



# Make It Perfect

- ▶ Make sure your resumé is free of typos, misspelled words and grammatical errors.
- ▶ Put your resumé on heavier weighted paper or stationary. A nice touch is to use a matching business envelope and paper. Do not use fluorescent or bright colors.
- ▶ Make sure you use a good printer that makes the resumé look clean and crisp.
- ▶ Use 12 or 14 point font and make the margins 1/2 to 1 inch.
- ▶ Use bullets and headings to make your resumé reader-friendly.
- ▶ In the digital age, it is important to use a standard software program like Word, as it is common to email a resumé to the company.



# General Headings to Use on a Resumé

- ▶ Contact Information
- ▶ Objective
- ▶ Educational Experience
- ▶ Work Experience
- ▶ Skills
- ▶ Activities
- ▶ Achievements & Honors