

Create a Resume

Your resume is an advertisement to employers that should be prepared with care. It is a summary of your education, training, experiences and achievements that set you apart from other candidates.

Resume Creation Process

- Use Microsoft Word to create your resume.
 - o **Click:** File --- **Click** New --- **In Search Box** type: “Resume” --- **Select** a Template
- Select the resume style you would like to use. Simple is better. Use the internet for ideas.
 - o Organize and prioritize information to demonstrate the skills employers are listing in job descriptions
- Add your information and rearrange template as needed
- 1-page is appropriate unless you have had extensive experience
- Save document as you work ☺

Resume Specifics

- Use action verbs to describe your accomplishments:
 - o operated, planned, managed, led, produced oversaw, programmed, initiated, inspired and more
- Do not use personal pronouns or articles (“I” or “me”) but write in first person implied
 - o First person: I launched a marketing campaigns.....
 - o First person implied: Launched a marking campaigns.....
- Be consistent with verb tense and proofread for spelling and grammar errors.
- Make your resume content come alive:
 - o Bland: Worked while attending college
 - o Better: Worked 20 hours per week while attending college full-time
 - o Best: Maintained high GPA while working 20 hours per week and being involve in campus activities in leadership roles.
- Make it easy for an employer to view visually and electronically scan.
 - o Many resumes will be electronically scanned and eliminated before a person ever looks at these
 - o Make sure to include skills, words, phrases directly from the job description
- Make a document that you are proud to show to anyone
- You may need to update resume for each job you apply for based on employer needs.