

RÉSUMÉ-WRITING GUIDELINES

The résumé is a 5- to 30-second advertisement, highlighting one's marketability / employability as a prospect. It seeks to put one in the best light and tries to convince the employer that he / she has what it takes to succeed with them.

Format for Ateneo Résumés

- One page only!
- Please go to the last page (for sample final output).- - Please see attached template file.

Content for Ateneo Résumé Format

Career Objective: 3 top career fields only (refer to the list). All entries in the resume should be aligned with this section.

Education: College level only. Include honors for graduation (e.g. Cum laude candidate, Program Awardee, etc.), JTA, Minor(s) Taken, and Scholarship Grants. Do not include High School and Grade School, unless you were the Valedictorian or Salutatorian. Other than these two, no High/Grade School citations please.

Work-Related Experience: Include Practicum or Internship stint(s) with organization(s) outside Ateneo. Also, please write other experiences on-campus (e.g. work portfolios, freelance graphic designs, SOMBA / JSEC / LS 126 & LS 127 businesses you ran / conducted, etc). Finally, you may also put your thesis, projects, papers, and researches in class.

Co-Curricular Activities: Arrange in chronological order (i.e. from most recent/present going back). Write Position(s), Inclusive Date(s), and significant achievements for the org. Remember to write the Org's Complete Name.

Skills and Interests: Include Languages spoken (and level of fluency), computer programs/applications you are knowledgeable in, and other skills. Include hobbies, travel experience, sports, etc.

List of possible career fields / industries.
Please note that this list is not exhaustive.

Advertising – Accounts
Advertising – Creatives (Art)
Advertising – Creatives (Copy)
Advertising – Production
Advertising – Post-Production
Advertising – Strategic Planning
Airline Industry (Crew)
Arts – Gallery Curator
Arts – Literature
Arts – Performing (Theater)
Arts – Photography
Automotive Industry (Cars)
Community Development
Computer and I.T. – Hardware
Engineering
Computer and I.T. – Programming
Computer and I.T. – Project Management
Computer and I.T. – Software
Engineering Construction Industry
Consultancy – HR
Consultancy – I.T.
Consultancy – Mgt.
Corp. Foundation Work
Corp. Social Responsibility

Events Mgt.
Fashion – Design
Fashion – Merchandising
Finance – Commercial Banking
Finance – Investment Banking
Finance – Corporate
Finance – Investment Management
Foreign Embassy Work
Foreign Language (Interpreter)
Health and Fitness Industry
Government / Public Admin.
Hotel and Restaurant Mgt.
Human Resource Dev't.
Insurance – Actuary
Insurance – Sales Agent
Logistics and Distribution
Mall Management



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M.U.M.

Marketing – Brand Mgt.
Marketing – Research
Media – Broadsheet / Journ.
Media – Film Production
Media – Games (Online)
Media – Internet / Web
Media – Magazine Publishing
Media – Radio Broadcasting
Media – TV Production Merchandising
NGO Work
Product Development
Professional – Showbiz Industry
Professional – Music
Professional – Sports
PR / Corp. Communications
Real Estate
Research
Retail Management
Sales
Supply Chain / Operations
Teaching – Preschool
Teaching – Grade School
Teaching – High School
Teaching – College
Teaching – Special Ed.
Telecommunications Industry
Travel and Tourism Industry