

Writing the Resume

Choosing your resume sections

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Resume Writing - Common Content Headings

*Note that the order of the headings follow a chronological resume format, which is a very common format.

Contact Information:

Name

Address

Telephone (may include cell phone)

Email

Objective (optional)

Summary of Qualifications (optional)

Education (section usually occurs before the "Experiences" section when you are still in school):

Concentration/Major

G.P.A.

Scholarships

Honors

Awards

Relevant Coursework

Projects

Experience or use one of the following:

Work or Employment History

Positions Held

Employment

Relevant or Related Experience

Professional Experience

Research Experience

Field Experience

Project Experience

Internship Experience

Volunteer Experience

Appointments

Other headings that people may decide to include:

Skills:

Languages

Training

Interests (could combine with Skills to make a "Skills and Interests" section):

Activities

Hobbies

Travel

Affiliations or Associations:

Memberships
Licenses
Certifications
Examinations

Publications

Papers or Research Papers
Grants

- **Picking experiences and skills to highlight**

Select your strengths and how you demonstrated those strengths through your experiences based on the requirements and needs of a particular employer or job posting.

Experiences that is common to showcase, communicate several of the following attributes:

Ability to Communicate
Intelligence
Self-confidence
Willingness to Accept Responsibility
Initiative
Leadership
High Energy Level
Imagination
Flexibility
Strong Interpersonal Skills - cooperation & work as part of a team
Self-knowledge
Ability to Handle Conflict
Goal Achievement
Competitiveness
Vocational Skills - computer, writing, other technical
Direction

- **Writing about activities**

1. [Use Action Verbs \(See Resume Tips section\)](#)
2. [Use key words and phrases](#)
3. Don't write in the first person or use any pronouns. Typically, resumes are written in the past tense.
4. Be consistent and use the same grammatical style.

- **Formating your resume**

1. Choose a general format for your resume –chronological, functional, or hybrid. For resumes for foreign markets, please see the following links:
 - o [CareerJournal.com](#)
 - o [EurograduateLive](#) - tips on writing CVs for international positions.
- Chronological – experiences are described in reverse-chronological order, so that your current or most recent employer is listed first. This is the most common format of resume used in the U.S.
 - Functional – discussion of work experiences according to functional strengths and not by employers. The emphasis is on what you have done and not where and when you did the work.
 - Hybrid – uses the functional resume format but includes where and when the experiences took place.

[Examples of the three types of resumes: A Resume Gallery: Choosing the Best Format](#)

4. Keep the length of the resume to 1-2 pages. If you have a second page, then write your name with the page number at the top of this page.
5. Always include the location (city, state or country) of all education and work/volunteer experiences.
6. Underline, bold face, and use bullets to emphasize your credentials.
7. Make the page easy to scan and graphically-pleasing: leave sufficient white space.
8. Select a formatting style that suits your needs. In general, there is not a standard Yale F&ES template for resumes unless you are in the IEM program and place your resume in their annual resume book. The IEM template can be under the sample documents section in [GeO](#). After logging into GeO, click on any option found under the "Documents" drop down list, and an option to view sample documents will appear on the page.

[For examples of formatting styles, please refer to the sample documents section under GeO](#)

Help from the CDO with Resumes

1. Attend a Resume/Cover letter writing workshop run by the CDO. The CDO will have multiple workshops in both the fall and spring semesters that will cover how to write and construct an effective resume and load the resume into GeO. Date and location information for all workshops can be found on the GeO calendar.
2. All students are encouraged to have their resume critiqued by either Peter, peter.otis@yale.edu, Sage Hall Room 6 or Debbie, deborah.broadwater@yale.edu, Sage Hall Room 10 in the CDO. Students can either email their resumes to Peter or Debbie or stop by their offices in Sage Hall. Peter will return a hard-copy version of the critiqued resume to the respective student folder in Sage Hall, and Debbie will email her comments back to the student.
3. Schedule an appointment with Peter (203.432.8920) or Debbie (203.436.4830) for more detailed comments about resume writing.

Other Resume Resources

- **Key Words Resume or an Electronically Scanned Resume**

More and more employers are using electronic scanning to sift through all of their resumes. Organizations use software programs to look for key words or industry-specific phrases to select the best resumes. Keep in mind that even if you have all of the skills and experience that a particular employer is requesting, your resume could potentially be rejected because if keywords that the employer is using does not appear in your resume.

To read more about Key Words Resumes, go to the following links:

1. [Boston College – Using Resume Key Words](#)
2. [Jobera.com – Key Word Resume Writing](#)

- **Electronic and Resume Scanning Formats**

Boston College's Career Development Office is also a good resource for [electronic](#) and [scanning](#) resume formats.

- **Resume Writing Articles**

1. [When a Lengthy Resume Makes Sense for Executives](#)
2. [Smart Resume Advice: Fewer Words Say More](#)
3. [These Resume Gaffes Do Immediate Damage](#)
4. [A Resume Gallery: Choosing the Best Format](#)
5. [How to Create a Resume that Wins Interviews](#)

6. [The Six Cardinal Rules of Resume Writing](#)
7. [Improve Your Resume in Twelve Simple Steps](#)
8. [The Resume Question: One Page or Two?](#)
9. [How an Active Resume Earns Job Offers](#)
10. [Five Resume Mistakes That Will Kill Your Candidacy](#)
11. [How to Create a Resume for Foreign Markets](#)

- **Resume Web Site Links**

1. [10minuteresume.com](#)
2. This [International University of Japan](#) site offers suggestions for writing both resumes and Rirekishos.
3. [Jobweb.com](#) is a web site of career development and job search information for college and graduate students that is owned and sponsored by the National Association of Colleges and Employers (NACE).
4. [Jobsearchtech](#) is a web site sponsored by About.com that provides a lot of articles, tips, and samples to get you to write a professional resume.
5. [Rice University Guide to Resume Writing](#)
6. [U. of Minnesota's Resumania On-Line](#) A highly interactive website that teaches visitors how to write a resume without doing the work for them. By completing the exercises in each of the six main sections, visitors can take away personalized workbook pages that will help them write their resumes.