Resumes

A resume...

Is a brief (1 page) outline of your experience, education, and skills

Used by recruiters & HR offices to filter applications

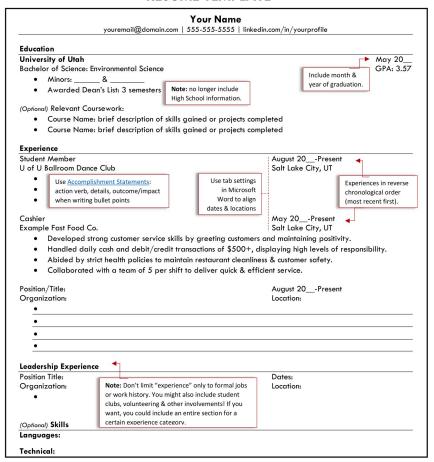
Must be:

- Concise and easy to skim
- Targeted to the position
- Accomplishment-driven (not just a list of jobs & degrees)

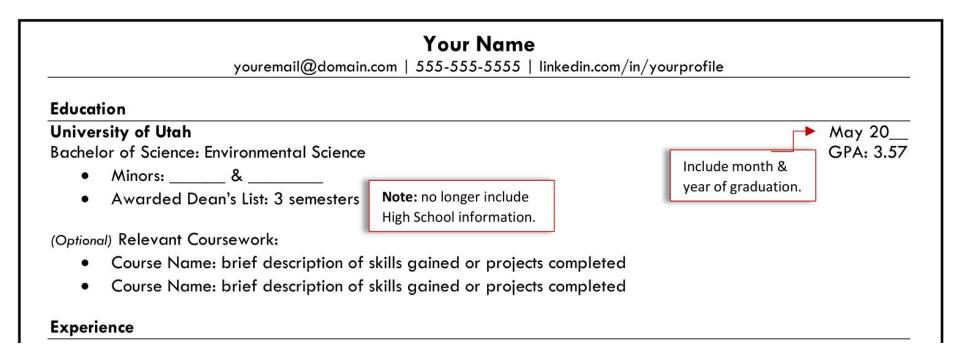
Sections in a resume

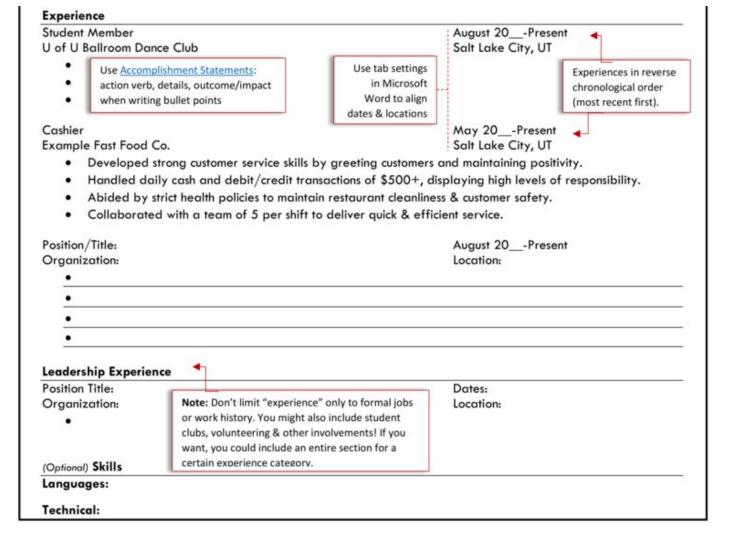
- 1. Name and contact information
- 2.Education
- 3. Experience (can separate or label as appropriate)
- > employment
- > internships, volunteering, etc.
- Research, overseas experience, etc.
- Leadership experience, etc.
- 4. Skills, Languages (hard skills, not soft skills)
- 5. Optional categories (publications, honors and awards)
- (no objective statement or references)

RESUME TEMPLATE



Contact and Education sections





Experience and Skills Sections

(formatting)

Experience section(s)

Should emphasize what you accomplished, not just your position

Think about:

- > changes you made
- people you helped
- how the organization benefited
- what skills or expertise it required

Under each position, bullets with a phrase indicating:

Action verb > Details > Outcome

Use keywords relevant for that position (see job ads)

Experience section bullets (career ctr examples)

Planned logistics for a week-long service trip to Seattle to educate students on issues of hunger & food justice

Implemented new process for group auditions, significantly increasing efficiency for decisions.

Promoted teamwork in a fast-paced restaurant by facilitating monthly teambuilding activities, which increased team productivity by 25%

Trained and managed 25 volunteers to run a day-long adoption event for the Best Friends Animal Society, resulting in the adoption of 6 dogs and 15 cats.

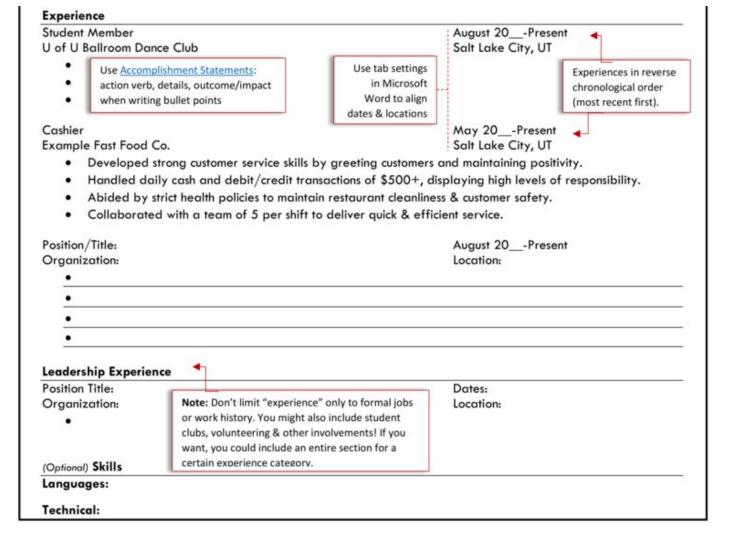
(see resume examples on the Career Center website)

Experience section bullets (Anthro examples)

[RA] Updated & managed the database, which reduced errors and increased efficiency by reducing the time spent entering data.

[Anth club prez] Increased the undergraduate membership from 35 to 100 students

[undergrad TA] Monitored and facilitated online discussion groups & held review sessions to prepare students for exams



Experience and Skills Sections

(formatting)

Other tips

content

- Include what is relevant for the position
- Emphasize strengths by putting early in resume or highlighting with formatting (separate section, etc)
- Leave out weaknesses (if GPA is good, include it. If not, don't)

format

- Use consistent font and formatting
- One page (two pages max for someone with lots of experience)
- Make it easy to read: Max 2 lines per bullet item, no paragraphs
- Follow the career center layout