

Office of Career Services Guide to Writing an Effective Resume:

College of Arts and Sciences – Liberal Arts Majors

The objective of the resume is to secure an interview. The more interviews you have, the greater your chances of landing a position. Because employers are overwhelmed with resumes, they screen them quickly in order to weed out those resumes that are not as impressive in showing that a candidate meets their needs. *Be the applicant whose resume is given a second look by following these tips:*

Choose the most appropriate format from these three resume types:

The Chronological Resume

Typically the chronological resume is the most familiar type of resume. As the name implies, this format presents a history of your work/education accomplishments in *reverse* chronological order (latest first).

Consider using this format if:

- You have particularly strong and relevant work history.
- You are pursuing a career that is directly related to your major.
- You have been working for some time, and are seeking a job in the same or similar field.

The Functional Resume

Instead of stressing the employment record, this resume describes the functional skills you have developed. It underscores these skills rather than your experience timeline, and allows you to focus on your "transferable skills," or talents which you can apply in a variety of employment situations, without regard to when those skills were accomplished.

Consider using this format if:

- You are changing from another career area into the field of education or if you are changing from education into another career.
- You are seeking a position in a field that is not directly related to your educational background or your past and current paid experiences.

The Combination Resume

This type of resume combines features from the chronological and functional formats and allows you to expand on related work/internship experiences and/or course projects, while also emphasizing your transferable skills from any unrelated experience.

THINGS TO REMEMBER –

- ☐ Restrict your resume to one page only if you can adequately reflect your background on one page. Two page resumes are acceptable, but only if you can fill up at least half of the second page.
- ☐ The average resume is reviewed in less than 25 seconds, so keep it brief and make it easy to find the most relevant information.
- ☐ When writing your (optional) objective statement, use the opportunity to sell yourself by incorporating skills that you would like to use in the position into this statement.
- ☐ Use good quality paper and conservative colors (white, light ivory or cream), 3/4" to 1" margins, and avoid the use of symbols and graphics which don't translate well into electronic systems.
- ☐ Keep your resume as standard as possible, relying on your cover letter to stress your ability to meet the employer's specific needs, which you will find in the job description.
- ☐ Use action or skill words when writing about your experiences, in the present tense for current experiences and past tense for experiences you have completed.

REMEMBER TO PROOFREAD, EDIT AND CONSTANTLY UPDATE YOUR RESUME!