

RESUMES/COVER LETTERS

RESUMES

A resume is a brief summary of your qualifications, education, and experiences relevant to your job search objective. The purpose of a resume is to obtain an interview. Employers will spend less than 30 seconds reviewing your resume; therefore, the information must be conveyed in a clear, well-organized style. The sections of a resume are listed below.

Your Name
Email address
Phone number

Current Address
Web page and/or LinkedIn address (if pertinent)

Permanent Address (optional)

Objective

This section is optional. The objective can include the specific position you are seeking, skills you wish to use on the job, field or organization type by which you wish to be employed, or a combination of all of the above.

Education

This section should include:

- Name of the degree-granting institutions; List most recent first.
- Degree received and major
- Graduation date or projected graduation date, or dates of attendance if a degree was not completed
- Overseas academic experience

Optional:

- Any minors, specialization or focus areas
- Courses relevant to the position for which you are applying
- Honors and GPA (if they are a strong selling point). Indicate GPA based on a 4.0 scale.
- Senior research/honors thesis title and brief description
- Freshmen and sophomores can include high school

Experience

List most recent experience first. You should include:

- Title of the position
- Name of the organization and location (city and state)
- Dates, including month and year
- Descriptions of responsibilities beginning with action verbs (avoid phrases such as “duties included”)
- Believable, verifiable accomplishments
- Paid jobs, internships, volunteer community service, academic/extracurricular projects involving teamwork or leadership, special academic research or honors projects
- You may choose to divide your experience into two or more sections. Possible section headers might include Research Experience, Teaching Experience, Leadership Experience or Volunteer Experience

Additional Information

This section could include computer skills, languages, volunteer work, sports, and interests. If one of these areas is relevant to the job, however, you may choose to put it in the “Experience” section. You may also choose to use more specific section headers such as:

- Skills
- Activities
- Interests
- Honors and Awards

Sample Objectives

- *A position as an editorial assistant.*
- *Electrical engineering internship.*
- *To obtain a position in finance.*
- *A program coordinator position in a community organization working with youth.*
- *Seeking a position in museum administration requiring strong writing skills and a background in art history.*
- *To apply decision and systems analysis to strategic planning in the telecommunications industry.*