

Resume Tips

- Your resume should convey your unique skills and abilities as they relate to the position for which you are applying. Likewise, your objective statement should be specific to the position
- Do not include every detail about you; do highlight the skills and experiences that qualify you for the position – tailor your qualifications to the job description
- Convey your qualifications and quantify your experiences and results in your resume – show what you can do for the company by explaining your past performance clearly and concisely
- DO NOT use a TEMPLATE, rather type into a document and formulate your own tabs and bullets
- Resumes do not get careers, they get interviews and alert employers to the position you're seeking

Step 1: Brainstorm, compile, and organize

- List your accomplishments, including your most significant achievements from work, volunteering, student activities, and leadership roles – don't limit yourself, just brainstorm
- Gather documents from your experiences: job descriptions, performance reviews, letters of appreciation, awards, recognition that will help you see your accomplishments
- Organize you information based upon:
 - Personal achievements
 - Educational honors & achievements
 - Student activities
 - Volunteering
 - Work experience (paid & unpaid)
 - Career related skills
 - Languages
 - Interests & hobbies

Step 2: Identify the information you will use

- First, identify the employer's needs based on the job description
- Prioritize your information based on what most positively represents your background and experience relevant to the position requirements
- Do not worry about telling everything about yourself in the resume – be clear and concise

Step 3: Write the resume!

- DO NOT USE A TEMPLATE! Consult examples from Career Services and do your own formatting in a word processing program (most employers use Microsoft Word)
- Choose headings that reflect your qualifications and experience, e.g. Education; Honors; Leadership; Activities; Employment; Computer Skills; Service; Languages
- Consult the Action Verb List available in Career Services to write your skill and experience statements to highlight your experience and qualifications well – vary your wording
- Remember, at first look your resume will only receive 5-15 seconds of review, make the best first impression by keeping your wording clear and concise; prioritize your bullets to fit the position

Step 4: Edit and proofread!

- Your resume is an employer's first impression of you – careless errors, spelling mistakes, and poor grammar are the most obvious ways employers screen out candidates
- Be prepared to write, edit and rewrite your resume – your resume is a living document that will continue to change and adapt to your experiences and positions for which you apply

Step 5: Have Career Services critique your resume

- Schedule an appointment with a Career Services staff member to have your resume reviewed and critiqued by calling 816.501.4061
- Ask your references to take a look at your resume and provide feedback – having your resume will also help them know your qualifications when they are called by an employer