

# Build a Winning Resume

## Resume ⇨ Interview ⇨ Job!

The function of a resume is to get a job interview.

- Target it to a specific job.
- Keep it concise.
- Use formatting to make it easy to read.

Hiring managers do not read resumes. They skim them.

- Aim for one page.

Your resume is an overview of your qualifications for the job, not a comprehensive data sheet.

## Develop an Effective Resume

A good resume takes time to create.

An effective resume relates to the job you are applying for.

- Carefully review the job description.
- Identify matches between your background and job requirements.
- Mention every skill that you possess listed in the job description as “required” or “desired”.

## Resume Sections

### Current Contact Information

- Name and current mailing address
- Phone number with area codes
  - Make sure your voice mail or answering machine message sounds professional.
- Message number
  - If you do not have a cell phone, voice-messaging or an answering machine, note number where messages may be left.
  - Anyone taking a message for you should be polite, sound professional, and equipped to write a detailed message.
- E-mail address
  - Should look and sound professional
- Do not include personal information
  - Age, marital status or health

### Objective Statement

- Recommended when the job seeker is changing careers
- Should be concise, no longer than 2-3 sentences
- State what kind of work you seek: internship, entry level or experienced
- May also state how your background and/or career goals relate to the position
- Recommended, but optional

### Education

List your educational background in reverse chronological order, starting with your most recent degree and working backward.

- Name of Degree, Major, Minor, if relevant
- Honors such as *summa cum laude*, *magna cum laude*, or *cum laude*
- Institution, Location: city and state
- Date of graduation or expected graduation
- GPA if over 3.0 or if requested in job description
- Dissertation or thesis topic
- Generally, you do not need to list your high school diploma.

## **Experience**

- Job Title
- Employer
- Location: city and state
- Dates employed
- Use bulleted phrases to list responsibilities and accomplishments.
- Start the phrases with an action verb. *See Action Word List*
- Show your best work and the most valuable contributions you made.

A work history of up to ten years work is standard unless otherwise requested. You may want to put volunteer experience in a separate section.

## **Summary of Qualifications**

List your skills and qualifications that most closely match the job description.

- Specific skills
- Years of experience in particular field or skill set
- Training and certificates
- Computer skills
- List software, hardware, programming languages, and applications
- Foreign language(s) and your level of fluency in each

Place “Summary of Qualifications” at the top of the resume if you are changing career fields and/or your educational background does not exactly fit job. Present qualifications as transferable skills.

## **Research**

By listing past and present research projects you give the employer an insight into your abilities and training.

## **References**

Contact your reference before listing them.

- Name, Position or Title
- Organization
- Location: City, State
- Telephone number
- Email address

## **Resume Design Guidelines**

We recommend against using resume templates. Creating your resume yourself allows you to highlight unique qualifications and customize it to particular jobs. See the resume section for some design examples.

## **Length**

- One-page resume for recent graduates.
- For an extensive work history and research, two pages are reasonable.

On a Curriculum Vitae and resumes that are more than one page, note your name on each page in a small font in a header or footer.

### **Appearance**

A concise, organized, readable layout helps ensure that the employer reads your resume.

- Direct the reader's eye with the format. Use bold, bullets, and Indents.
- Use 10-12 point font size for the body text.
- Check for typographical errors. Ask someone to proofread your resume.
- Use bullet points with action verbs to describe your duties and achievements.
- Use formal style without contractions or acronyms.
- Hard copies of your resume should be printed at the highest quality setting available on white, off-white, or ivory paper.

### **Content**

Content should match job qualifications. Look at both required and desired qualifications listed on the job description.

- Direct attention to your special abilities that match the employer's needs.
- Do not falsify or exaggerate information.

### **Types of Resumes**

**The most popular formats are chronological, functional, and combination.** If you're not sure which style of resume to use, visit UAF Career Services Office for assistance.

#### **Chronological**

- Highlights your work history
- Most effective when the work history and education are directly related to the job.
- Organizes experience in reverse chronological order, starting with the most recent.
- Emphasizes continuity and allows for elaboration on duties within each position.

#### **Functional**

- Emphasizes skills and experiences related to the job
- Identifies and highlights responsibilities, skills, and functions which are transferable from previous experience to a new goal or position
- Used when work history does not match the job or for a career change

#### **Combination**

- Highlights what you are offering as a candidate
- Combines elements of both the chronological and functional formats to get the best of both formats
- Clusters and highlights relevant experiences
- Allows for breaks in date continuity
- Minimizes or eliminates unrelated experience.

#### **Electronic**

Most resumes now are sent via e-mail, submitted via electronic forms, or posted on the internet for review.

- A PDF file (Portable Digital Format file) of your resume ensures that formatting will not be distorted in transmission.
- Complete company electronic applications exactly as the company prescribes in order to get your information into their database.

#### **Scannable**

These are resumes scanned by a computer to pick up key words or phrases to help companies automate part of their selection process.

- Use the key words from the vacancy announcement. These are some of the key words that the scan will look for.
- Highlight as many of their required and desired qualifications as possible.
- Use white paper, printed on one side only.
- Left-justify your text, use a standard font such as Arial or Times New Roman, and a font size of 10 or 12.
- Limit use of text bolding, italics, lines, dots, bullets, etc.

### **Curriculum Vitae**

A vitae, also known as a Curriculum Vitae or CV, is a specific resume geared toward candidates for medical, academic, teaching and research positions.

- Present your academic background that is directly related to the position.
- Section headings: teaching, research, continuing education, advanced training, publications, articles, conference presentations, abstracts, book reviews, and unpublished papers.
- Typically more than two pages.

Although different than standard resumes, a CV should follow the same guidelines on neatness, clarity and organization.

## **Common Resume Pitfalls**

**Avoid using superlative language.**

**Put your best foot forward without misrepresentation, falsification, or exaggeration.**

### **Too long**

- Recent graduates should restrict their resumes to one page
- Trouble condensing? Visit with UAF Career Services staff for assistance

### **Typographical, grammatical, or spelling errors**

- Errors suggest carelessness, poor education, and laziness.
- Have others proofread your resume! Do not rely on spell- or grammar-checkers.

### **Hard to read**

- Poorly typed or copied resume look unprofessional.
- Use a plain font, no smaller than 10 point.
- Use bullets, underlining, boldface type and italics to make the document easier to skim and read.

### **Too verbose**

- Do not use complete sentences or paragraphs.
- Use phrases starting with action verbs.
- A, an, the, and I can almost always be left out.

### **Too sparse**

- Give more than the bare essentials.
- Describe related work experience, skills, accomplishments, activities and interests.

### **Irrelevant information**

- Tailor each resume to the position you seek.
- Emphasize only relevant experience, skills and activities.
- Do not include marital status, age, gender, children, height, weight, religious affiliation, etc.

### **Too snazzy**

- Use good quality bond paper.
- Avoid exotic types, colored paper, photographs, binders and graphics.

### **Boring**

- Be dynamic!
- Use action verbs and adjectives
- Quantify your accomplishments, e.g., how many people you supervised; how much you increased revenue, etc.
- Use a rich vocabulary and avoid repeating words.

### **Too modest**

- Put your best information forward!
- Highlight accomplishments and experiences.

**Bring your resume to UAF Career Services for a counselor to review it.** They can help you avoid these common pitfalls, as well as help improve the overall quality of the resume.

## **Resume Section Headings**

Below is a list of possible titles for section headings. The order does not necessarily reflect the order in which they should be listed. Usually the Objective comes first and then Education. If your education or degree does not match the position you are applying for but your experience does, place a summary of qualifications after the objective.

### **OBJECTIVE**

Objective or Job Objective  
Teaching Objective  
Career Objective  
Professional Objective

### **SUMMARY OF QUALIFICATIONS**

Summary  
Highlights  
Highlights of Qualifications  
Related Qualifications  
Related Skills and Abilities

### **EDUCATION**

Education or Academic Training  
Course Highlights  
Thesis or Dissertation  
Research  
Continuing Education  
Licenses & Certification  
Endorsements

### **SKILLS**

Special Talents or Special Skills  
Laboratory Skills

Computer/Technical Skills  
Language Competencies or Relevant Skills

## **EXPERIENCE**

Work Experience  
Professional Background  
Employment History  
Related Experience  
Career Achievements  
Internships or Practica  
Student Teaching Experience  
Teaching Experience  
Coaching Experience  
Supervisory Experience  
Management Experience  
Military Service  
Grant Writing Experience  
Public Relations Experience  
Consulting Experience

## **HONORS**

Scholarships or Fellowships  
Activities and Distinctions  
Service or Performance Awards  
Honors and Awards

## **VOLUNTEER WORK & INVOLVEMENT**

Volunteer Activities  
Related Activities  
Community Involvement  
Professional Activities  
Extracurricular Activities  
Memberships  
Professional Affiliations  
Committee Work  
Leadership

## **WORKSHOPS / WRITING**

Publications  
Workshops or Conventions  
Seminars or Presentations  
Conference Leadership  
Conference Participation  
Exhibitions

## **PERSONAL**

Related Interests  
Related Hobbies  
Study Abroad  
Travel Abroad

## **REFERENCES**

Placement File

Credentials

References or Recommendations

**KNOWLEDGE**

Areas of Knowledge

Areas of Expertise

Profile

Career Highlights

Summary

Experience Highlights