

WRITING YOUR RESUME

Getting Started Checklist:

FORMATTING

- Did I include the appropriate headers (Education, Experience)? Do I need additional, optional, headers (Honors, Scholarships, or Languages)?
- Is my name at the top and in bold? Did I include my address, phone number and email and is it easy to read? LinkedIn profile URL?
- Is my font plain (Arial, Times New Roman, Garamond), 10-12 point font with no more than two fonts? Are my margins at 1" or less?
- Is my formatting (bullets, heading style, bolding, etc.) consistent throughout? Is the spacing consistent and readable?
- Are my experiences listed in reverse chronological order in every category?
- Is my resume an appropriate length?
- If hand delivering, is my resume printed on neutral colored resume paper?

CONTENT

- Does my education section clearly state my official degree and expected graduation date? If my cumulative or major GPA was 3.5 or above did I list it, including any other honors?
- Do all of my experiences include my job title, the organization's name, city, state, and dates of the experience?
- Do my experience bullet points start with action verbs? Are my verb tenses in the present for current jobs and past tense for previous jobs?
- Do I have at least 2-4 bullet points per job?
- Do my bullet points show accomplishments, not just tasks? Can I use numbers or percentages to show what I've accomplished?

PROFESSIONALISM

- Is my resume free from spelling, punctuation, and grammatical errors?
- Does everything included have a purpose and strengthen my personal brand?
- Is my contact email professional?
- If I have included references: Are my references on a separate sheet with the same font and heading? Do my references know that they are references?
- Is my cover letter on a separate sheet with the same font? Do all of my documents look like they came from the same person?
- Is my resume and cover letter specifically tailored to the position I'm applying for?

WHICH RESUME STYLE SHOULD I CHOOSE?

You should choose the resume style that best represents your talents, skills, and experience. Make sure whichever style you choose, that the most relevant information is at the top of your resume. Depending on the job, you may have to adapt the style of resume to put what is more relevant first. For some jobs your education may be most relevant and for others your unique experience may be most relevant. All resumes are different because every applicant is different, choose the style that best presents your personal brand.

THREE BASIC TYPES:

Chronological

Functional

Combination

Chronological (most common):

Focuses on your experience. Use this style when you have a clear job target, the next job should be a logical progression in your career. Time-oriented and lists employment in reverse chronological order (start with most recent and work backwards). Good to show progression in your field, but will not work well if you have had large gaps in employment or shifted careers often.

Functional:

Focuses on your skills, especially your transferrable skills. Works best to downplay gaps in employment and will reflect the type of work you do. Functional resumes are preferred for those that are changing careers or when skills have been acquired through volunteer opportunities. New college graduates or entry level candidates may want to choose this format if they do not have much work history.

Combination:

This style combines chronological and functional to emphasize both skills and competencies. This style should be chosen for those possibly looking to change careers. This style of resume can be organized however it would best portray your skills and experiences.

GETTING STARTED

Make sure you have as much information as possible before constructing your resume. This will make it easy to transfer the information into whatever format you choose.

1. Contact Information: Gather your contact information for your heading.
 - a. Name, bolded and with largest font size on page
 - b. Address, one phone number, one professional email address
2. Summary (optional): A brief statement indicating what you have to offer regarding skills and experience.
 - a. What can you contribute to this position?
 - b. Summaries must be customized for each job application.
3. Education: Include all colleges from which you have graduated or will graduate.
 - a. Include name of degree and list majors and minors
 - b. Graduation date in month, year format or anticipated graduation date
 - c. Grade point average and honors (if over 3.5)
4. Experience: Start with the most recent/current position and work backwards, including the most relevant four or five positions.
 - a. Job title, company name, city, state, dates position was held (year and month)
 - b. Describe your accomplishments, responsibilities, transferable skills
 - c. Begin each bullet with an action verb
 - d. List all substantial experiences, even if volunteer and unpaid
5. Skills (optional): Include computer skills you know how to operate
 - a. Microsoft Office Suite, etc.
6. Other possible headers: List any related activities that demonstrate your accomplishments.
 - a. Volunteer experiences
 - b. Leadership activities, campus involvement
 - c. Presentations and workshops attended
 - d. Other honors and awards

COMMON RESUME MISTAKES

- Check for spelling errors and typos
- Do not include personal traits or pictures
- Do not use “I”
- Overselling or exaggerating, make sure you can back up claims
- Highlight your accomplishments, not your duties
- Too long or too short
- Remember to use action verbs
- Visually too busy
- Incorrect contact information
- Do not use the same resume for every job opening
- Use numbers to back up your accomplishments when possible
- Don't be vague
- Use keywords that are in the job description
- Make sure cover letter and references are separate documents

ACTION VERBS

<p>Management Skills</p> <ul style="list-style-type: none"> Administered Assigned Coordinated Delegated Directed Developed Executed Improved Organized Planned Produced Recommended Supervised 	<p>Communication Skills</p> <ul style="list-style-type: none"> Addressed Corresponded Directed Edited Enlisted Interpreted Moderated Motivated Persuaded Publicized Recruited 	<p>Clerical or detail skills</p> <ul style="list-style-type: none"> Approved Arranged Cataloged Classified Compiled Inspected Organized Prepared Processed Purchased Retrieved Screened
<p>Research Skills</p> <ul style="list-style-type: none"> Clarified Collected Critiqued Diagnosed Evaluated Identified Inspected Interpreted Investigated Reviewed Surveyed 	<p>Technical Skills</p> <ul style="list-style-type: none"> Assembled Built Calculated Computed Designed Engineered Fabricated Maintained Operated Programmed Repaired 	<p>Teaching Skills</p> <ul style="list-style-type: none"> Adapted Advised Coached Coordinated Developed Enabled Encouraged Explained Facilitated Guided Informed
<p>Financial Skills</p> <ul style="list-style-type: none"> Administered Allocated Analyzed Audited Balanced Budgeted Calculated Computed Forecasted Managed Planned Projected Researched 	<p>Creative Skills</p> <ul style="list-style-type: none"> Conceptualized Created Designed Developed Established Illustrated Introduced Originated Performed Planned Revitalized Shaped 	<p>Helping Skills</p> <ul style="list-style-type: none"> Assessed Assisted Clarified Coached Counseled Diagnosed Educated Expedited Facilitated Guided Referred Rehabilitated Represented

Chronological Resume Sample

Jessica E. Jones

123 Main St.

Morristown, TN 37708

JJones23@gmail.com • (423) 555-9635

Objective

Seeking a full-time stock broker position at Morgan Stanley where I can utilize my strong communication skills and experience in investment advising.

Education

Lincoln Memorial University, Harrogate, Tennessee

May 2016

Bachelor of Business Administration

Minor: Finance

GPA: 3.79

Experience

Charles Schwab & Co., Knoxville, Tennessee

May 2016 - Current

Investment Associate

- Provided clients with timely financial information to make informed investment decisions
- Researched specific retirement-related investment queries from clients, ensuring high customer satisfaction
- Trained multiple new colleagues on international stock market trends
- Learned Series 7 and Series 63 broker licenses in under six months

Community Bank of Tennessee, Knoxville, Tennessee

January 2016 - May 2016

Teller

- Accurately handled an average of over \$35,000 on a daily basis
- Communicated with a wide range of customers on the phone and in person
- Participated in a Quality Improvement Committee, resulting in a 10% increase in customer service satisfaction for the branch

Activities and Awards

- Knoxville Area Homeless Shelter Volunteer, 2015-present
- LMU Softball player of the year, 2015
- Phi Beta Lambda, Business Club Member 2012-2016

Functional Resume Sample

Mike Smith

52 Roan Ave., Knoxville, TN 55555
865.325.6655 • smithm85@gmail.com

Objective

Seeking an internship at Tri-Cities Mental Health Center where I can contribute my strong foundation in human development theory and multiple years of working in the field.

Education

Lincoln Memorial University, Harrogate, Tennessee
Bachelor of Science in Psychology
3.5 GPA

Expected Graduation: December 2016

Communication Skills

- Ability to lead groups ranging from three to sixteen members in both academic and professional environments
- Basic knowledge of written and spoken Spanish, two semester of Spanish study completed
- Independently staffed from desk of Psychology Program, answering phones, responding to emails, and addressing walk-in questions from students, faculty, and staff
- Provided quality customer service to a diverse range of clientele in a fast paced corporate restaurant
- Presented to audiences of over 100 on topics ranging from international politics to high school commencement activities

Technical Skills

- Proficient in MS office Suite
- Experienced in using Web DMC, a student information system, to query and enter data on groups of Psychology students
- Working knowledge of DreamWeaver and bricolage web design programs, with personal and professional experience in editing and creating websites

Experience

Lincoln Memorial University Department of Social Sciences
Work Study Administrative Assistant

Harrogate, TN
August 2013- Current

Chili's Restaurant
Server

Knoxville, TN
April 2010- Current

Cumberland Gap National park
Volunteer Tour Guide

Cumberland Gap, TN
May 2010 – May 2012

REFERENCES

Choose your references wisely! Make sure you have a list of at least three reliable, professional references that can confirm the specifics of your resume and provide positive feedback on your work ethic or educational skills. Try to select references that can speak to multiple aspects of who you are.

RULES:

Include 3-5 of the following:

- Former and/or current supervisors
- Colleagues and/or subordinates
- Former customers/clients
- Former professors
- Contact from volunteer work or student organizations

Your reference list should always be a separate document from your resume. Do not put “references available on request” at the bottom of your resume.

- ✓ Make sure your references know that you plan to use them as a reference. Call them ahead of time, and offer them updates on your career as time passes.
- ✓ Let your references know each time you give out their information and be sure to thank them for their willingness to be a reference for you.
- ✓ Being a reference for someone is time consuming, if you repeatedly use someone as a reference try to do something thoughtful for them. Send thank you notes or meet them for lunch.
- ✓ If you do obtain a new position, let your reference know and thank them again.

HOW TO LIST A REFERENCE:

Joe Smith
Senior Sales Manager at Sprint
555 Happy Drive
Anywhere, TN 37649
423.555.6987
joe.smith@business.org

*You may choose to include how long you have known the reference – *Former supervisor at Sprint for 2 years*