

## PURPOSE OF A RESUME

The number one purpose of a resume is to win an interview. Your resume is an advertisement (a brochure about you) that will allow you to effectively market yourself. The resume succeeds if it helps you pass the initial screening process. This document is more than a history of your past.

## OTHER REASONS FOR A RESUME

- As an outline of your skills and experiences that clarifies direction, qualifications, and strengths.
- Used to apply for internships, graduate or professional schools, fellowships, or scholarships.
- Also as a tool to provide background information to job-hunting contacts and professional references or to give to contacts during informational interviews.

## TIPS TO REMEMBER

**Your resume has to sell you in short order.** While you may meet all the requirements for a particular position, your resume will not win you an interview if the employer does not instantly come to the conclusion that you "have what it takes." The first hurdle your resume has to pass--whether it ends up in the "consider file" or the "reject file"--may take less than thirty seconds.

**The most effective resumes are clearly focused on a specific job title and address the employer's stated requirements for the position.** The more you know about the duties and skills required for the job--and organize your resume around these points--the more effective the resume.

**Your resume can reflect your own style,** although there are some components of the resume you must include.

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## GETTING STARTED

In order to write an effective resume, think about your target audience. Who is the reader? What's important to him/her? What would make you the perfect candidate? Career Counselors can help you determine possible career paths and skills needed for those careers utilizing a variety of resources including assessments and the Emory Career Network.

Brainstorm ALL of your experiences. Consider your accomplishments, including work experience, volunteer, internship, research, study abroad, co-curricular and classroom activities. Also consider computer skills, foreign language ability, certifications, presentations, publications, professional association memberships, interests, honors, travel, and skills. Then try to relate those experiences to your current aspirations.

## COMMON RESUME SECTIONS

Heading  
Objective/Profile/Qualifications  
Education  
Experience  
Honors  
Activities  
Skills  
Additional

## HEADING (IDENTIFICATION)

Begin with your contact information:  
Full Name, Permanent Address, School, Telephone Number(s), Email Address, website (if applicable).  
Make sure that all contact information is current before sending out your resume.

### Two Sample Headings

<b>Current Address:</b> Emory University	<b>Emory J. Student</b> ejstudent@emory.edu	<b>Permanent Address:</b> 123 Main Street
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P.O. Box 1734  
Atlanta, GA 30322  
(404) 251-0110

Philadelphia, PA 61134  
(609) 555-5599

EMORY J. STUDENT  
ejstudent@emory.edu

**Current Address:** Emory University • PO Box 1734 • Atlanta, GA 30322 • (404) 251-0111  
**Permanent Address:** 123 Main Street • Philadelphia, PA 61134 • (609) 555-5599

### OBJECTIVE

Although optional, objective statements show employers the position and industry you are targeting. You can include skills relevant to the position. Focus on the skills you offer, not what you hope to gain from the position. Some recruiters like to see objectives on a resume, but others do not. Avoid using an objective that does not clearly define your focus.

**Remember:** Using an objective is optional.

### Sample Objective Statements

**A position teaching English as a second language where a special ability to motivate and communicate effectively with students is needed**

**Seeking an internship in finance in the northeast (*Include location to target a specific geographic region if you are certain you want to live there or if it will work in your favor with an employer*).**

**To obtain a research analyst position**

**Seeking an analyst position that requires quantitative ability, research skills, and an understanding of financial markets**

### QUALIFICATIONS/ SUMMARY OF QUALIFICATIONS

This section is often used for more experienced candidates to highlight accomplishments at the beginning of the resume. There must be evidence in the resume to support what you listed.

### Sample Qualifications Sections

#### SUMMARY OF QUALIFICATIONS:

- Skilled at communicating technical and non-technical materials to audiences, peers and administrators.
- Extensive knowledge of computer software design and implementation.
- Strong leadership experience through building and leading teams.
- Effective negotiator on contracts and with outside vendors.
- Analytical skills developed through technical and legal experience.

### EDUCATION

In this section, include any information about your degree(s), including where and when you graduated; date(s); major, minor, or concentration; and certification(s).

### GPA

Including the GPA is optional. A 3.0 or above is a good rule to follow. You can discuss this with a Career Counselor. If you include your GPA in your major and your overall GPA, list the highest one first.

### Sample Education Sections

<b>Emory University</b> <b>Bachelor of Arts in Economics</b> Minor: <b>Psychology</b> GPA: 3.7/4.0	Atlanta, GA May 2004
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<b>Goizueta Business School, Emory University</b> <b>Bachelor of Business Administration</b> Concentration: <b>Finance</b> Major GPA: 3.9/4.0 Overall GPA: 3.6/4.0	Atlanta, GA May 2004
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Degrees should be listed in reverse chronological order; i.e., most recent to least recent.

<b>Emory University</b> <b>Bachelor of Arts in Political Science</b> Major GPA 4.0/4.0 Overall GPA: 3.9/4.0	Atlanta, GA May 2005
<b>Université de Paris</b> Study Abroad	Paris, France Summer 2004

Samples for a double major:

<b>Bachelor of Arts in Psychology and Music</b> <b>Emory University</b> GPA: 3.0/4.0	May 2004 Atlanta, GA
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Or:

<b>Bachelor of Arts, Double Major: Psychology and Music, May 2004</b> <b>Emory University, Atlanta, GA</b> GPA: 3.0/4.0
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If you studied abroad for a semester or longer, include the name of the school, its location, and the period of time you were there. Optionally, you may include courses you studied or the focus/concentration of your program.

**Note:** Honors, awards, courses, or activities may each have a subsection in this area or their own separate sections, depending on how relevant it is to your job focus.

### High School Information

First Year students and sophomores may want to list high school information because of limited internship experience.

Juniors and seniors will want to limit high school information on a resume unless:

- You received a significant award.
- Your high school activities are very relevant to your career objective.
- You are networking with an alumnus/a from your high school.

### EXPERIENCE

This section may include a variety of activities. It is not limited to paid work experience:

- Paid or unpaid internships
- Part-time or full-time employment
- Extensive volunteer opportunities
- Work-study positions
- Co-curricula activities (Greek organizations, Professional Societies, Clubs, SGA)
- Independent Study

The structure of the experience section depends on the types of positions you seek. Use this section to outline the opportunities in which you have been able to demonstrate leadership, initiative, or competence

in an area. Be factual in your descriptions but include information that enhances the job description. Analyze each experience in terms of your responsibilities and outcomes. Most importantly, include information most relevant to your potential employers.

Example – “**Responsible for planning all events**” could be described as:

**“Planned 15 events for staff and clientele including formal dinners, social engagements, and professional development activities”**

Example – “Sales assistant in a brokerage firm involved in research” might be written as:

**“Research client accounts valued in excess of \$250,000”**

Attempt to quantify your accomplishments by using numbers, dollar amounts, and percentages (20 DAYS, \$7665 and 56%). This will help the reader to evaluate the scope of your responsibilities. Stress your achievements. Use action verbs to begin each description and incorporate present tense verbs for current positions and past tense verbs to describe previous positions.

List experiences in reverse chronological order. Talk to a Career Counselor to learn the exceptions to that rule.

For each position include:

- Name of organization
- Location of the organization (city, state)
- Your job title
- Dates employed (Using month & year, Aug. 2000 - Dec. 2000 can be more effective than “Fall 2000” since employers do not think in terms of semesters.)
- Description of skills and accomplishments.
  - Contributions to the organization, such as how your work helped to increase profit, funding, motivation, efficiency, productivity
  - What problems did you face?
  - What solutions did you find?

Do not list every position that you have ever had. List the most relevant experiences for a particular employer.

#### **EXAMPLE OF REVERSE CHRONOLOGICAL STYLE:**

#### **EXPERIENCE**

##### **MOSTCHOICE.COM Internet Strategy Director**

**Sandy Springs, GA**  
*Summer 2000*

- Directed successful program of marketing, advertising, and business-to-business integration increasing traffic and revenue by 10%
- Analyzed cost/benefit structures of multiple advertising possibilities in order to maximize effectiveness of advertising budget
- Aided company's growth from a start-up to a successful on-line insurance agency
- Researched and wrote financial articles on strict deadlines and with space limitations

##### **L & M ASSOCIATES Assistant Editor**

**New York, NY**  
*Aug. 1998-Dec. 1998*

- Compiled and proofread copy for yearly publication of a European travel agency
- Developed diverse written descriptions for European properties and resorts meant to stimulate sales
- Assisted editor with all aspects of production, from inception to distribution

Resume formats may vary. If you desire a one-page resume and you do not have enough space using “bullets”, try the “paragraph” format with commas, semi-colons, or periods to separate each description instead of bullets. For example:

**Emory Yearbook *Dooley’s Diary***

Atlanta, GA

*Editor-in-Chief*

*October 1998 – May 1999*

Created layouts on Adobe PageMaker. Managed a staff of 75 students comprised of editors, photographers, and writers. Worked with administration to procure funding and meeting spaces. Generated \$50,000 from yearbook sales.

**ACTIVITIES**

Co-curricula activities, such as professional associations, Greek organizations, athletics, SGA, College Council, student organizations, honor societies (like Psy Chi or Mortar Board), can be listed separately from your experience section. Identify leadership roles that you held in these organizations. If you have too many to list, choose the activities that have the strongest connection to the type of job you seek.

You can present these activities in much the same way that work experience is formatted:

**Emory Yearbook, *Dooley’s Diary***

Atlanta, GA

*Editor-in-Chief*

*October 1998 – May 1999*

- Created layouts on Adobe PageMaker
- Managed a staff of 75 students comprised of editors, photographers, and writers
- Worked with administration to procure funding and office and meeting spaces
- Generated \$50,000 from yearbook sales

You may also choose to list activities without detailed descriptions:

**ACTIVITIES**

**Treasurer**, Eagle Club

**Editorial Writer**, *The Emory Wheel*

**Judicial Chair**, Alpha Epsilon Pi Fraternity

Be selective in what you choose to list on your resume. Providing information about your political or religious organizations, or personal interests may be uncomfortable to discuss in an interview. If so, leave them off. If you choose to list those activities, emphasize relevant skills developed. If you are unsure about what information to include, discuss this with a Career Counselor.

**SKILLS**

These sections can enhance your prospects for employment. These categories are optional and may allow employers to easily pinpoint your areas of expertise. Special qualifications and skills include:

- Computer Skills (languages, hardware, software)
- Foreign languages you can read, speak, or write
- Certifications (such as specific examinations passed)
- Presentations or publications (at national conferences or in refereed journals)
- Honors (May be listed in a separate section or with your education)
  - Dean’s List, scholarships, awards
- Relevant Coursework

**ADDITIONAL HEADINGS**

Depending on your background and experience, your resume categories may include:

- Leadership
- Professional Memberships
- Volunteer Experience
- Publications
- Research

## REFERENCES

Place your references on a separate document or page. Do not include references on your resume. Generally, employers ask for 3 references. Use faculty, staff and employers as references, not personal acquaintances. Include the name, title, company name, address, email and phone number for each reference.

Leave off the phrase, "References available upon request," since most employers assume that you will provide references if requested.

## INFORMATION TO OMIT

Do not include personal information such as:

- Photographs, graphics, or images
- Social Security Number (unless applying for a U.S. Government position)
- Date of birth
- Height, weight, health
- Marital status

Note: Resumes or CVs used abroad usually include a "Personal" section with date of birth, place of birth and marital status place at the bottom of resume. Foreign nationals may want to indicate right-to-work status: "Citizen of Portugal, U.S. Resident Alien, valid "Green Card," qualified for immediate employment anywhere in the E.U. or U.S.A."

## RESUME FORMATS

### Chronological

The chronological resume is organized by job titles with the most recent position listed first. This format is the most commonly used resume style.

A chronological resume works best when:

- Your recent jobs are impressive
- You are staying within the same career field or industry
- Your job history shows progress; and you are looking in a traditional field
- You are a recent college graduate or undergraduate student.

### Functional

A functional resume arranges your employment history into sections that highlight specific skill (functional) areas. It emphasizes skills you have acquired rather than when and where you have worked.

Specifically, you would not describe each work experience as you would in a chronological resume. On a functional resume, group everything into skill headings based on what the employer is seeking in candidates.

A functional resume works best when:

- You want to focus on skills and accomplishments rather than an employment history
- You are changing careers or re-entering the job market
- You have a variety of unrelated work experiences; and/or your work has been freelance, consulting, or temporary.

## RESUME CHECK UP

### Length

Generally, undergraduates have a one-page resume. If you are receiving an advanced degree or have significant relevant experience, you may need two pages.

### Organization

List the best, most relevant assets first. Your resume should highlight some ability or potential in your chosen field.

**Writing Style**

Sentences or phrases begin with powerful action verbs. Skills and achievements are best highlighted using an active voice. Try to avoid phrases such as “Duties included:” or “Responsibilities included:”. Make sure that your text contains no errors in grammar, spelling, punctuation, or typos.

**Appearance**

Try to make your resume easy to read. Margins and line spacing restrict the page from looking too cluttered. Limit your font sizes to the range of 10-14. Use bold type and capitalization in a consistent manner.

**Final Test**

Does your resume clearly and quickly communicate to employers that you can do the job?  
Are your strengths in relation to the position highlighted?  
Should anything be removed?

**Final Tips**

- Tailor resume to a specific job and address the employer’s requirements for the position.
- Be selective in what you list on your resume.
- Place the information in order of interest to your reader
- Avoid abbreviations, resume templates and unnecessary graphics
- Many varieties and formats exist. Identify one that best markets you!

**RESUME CRITIQUE SERVICES**

Drop your resume off at The Career Center for our 48-hour resume critique service. If you need further assistance, attend one of our resume writing workshops or schedule an appointment by calling 404-727-6211 to see a Career Counselor.

*The* CAREER CENTER

