



Resume Writing

By: Susan Moumblow

Why do I need a resume?

- ☀ **A resume is your self-marketing tool. It demonstrates focus and highlights abilities/accomplishments along your career path.**
- ☀ **A resume gets your foot in the door by highlighting your strong points.**



How do I get started?

- **Make a list of your work history, education and skills**
- **Write down a brief job description for each of your last 3 or 4 jobs**

Common Resume Sections

- **Personal Heading**
- **Objective**
- **Summary or Highlights of Qualifications**
- **Work History**
- **Education**

Personal Heading

☼ **Name, address, phone and email address.**

☼ **Joe Jobhunter**

☼ **221 Opportunity Street**

☼ **Appleton, WI 55555**

☼ **(920) 888-8888**

Objective

- ☀ **Maybe better left for cover letter**
- ☀ **Be specific**
- ☀ **Do not use empty fluff statements like “A challenging position in a growing company that uses my skills and abilities.”**
- ☀ **A good example might be: “Position as a tax accountant with XYZ Corporation.”**

Summary or Highlights of Qualifications

- ☀ **Somehow summarize your best skills**
- ☀ **Sum-up what you're all about**
- ☀ **Example: “Communications professional with 15 years of experience in public relations and journalism. Recognized for award-winning coverage of breaking news. Skills include strong/concise writing, research and meeting tight deadlines.”**

Work History

- **Go back 7 to 10 years, try to show at least 3 jobs**
- **Start with your most recent employment**
- **List name of company, your title and dates**
- **Explain duties and accomplishments**
- **Begin bullet points with action verbs**
- **“Supervised and trained staff of 7”**

Education

- ☀ **List most recent education first**
- ☀ **For college degrees list majors and minors**
- ☀ **May want to leave dates off if your date of graduation shows your age**
- ☀ **If you have a higher education degree it is not necessary to list your high school diploma**

Resume Writing Tips

- **Proof read. Do not have any errors.**
- **Have your resume read like a road map. Use a consistent format with bolds and underlines.**
- **Do not list personal information like hobbies and interests.**
- **Do not list your references. They belong on a separate sheet presented at an interview.**

Resume Writing Tips continued

- ⦿ **Do not list addresses and phones numbers**
- ⦿ **Do not list names of supervisors**
- ⦿ **Use resume quality paper: cream, white or grey**
- ⦿ **Always send a cover letter with your resume**

Be creative

- ☀ **One size does not fit all. Different professions require different things.**
- ☀ **Whatever format you settle on, make sure your resume is a reflection of the quality you have to offer a prospective employer.**
- ☀ **You may need to tweak your resume every time you send it out.**
- ☀ **Have fun!!**