

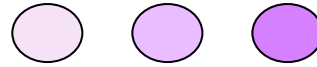
Resume

What is a Resume?

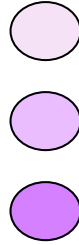
A resume is a powerful tool in the job search process. It provides an employer with the first impression of you as an individual and provides an opportunity for you to “promote” yourself as a candidate. A resume is a professional document that demonstrates your ability to articulate yourself in a concise manner. Its purpose is to get you an interview-not

a job.

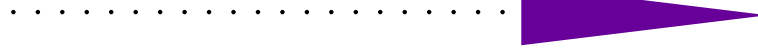
A resume is a formal summary of your education, experiences, and skills. It should be simple, logical, and brief. A personalized cover letter introducing you to the potential employer, identifying the position you are applying for, and indicating how you learned of the opening, should accom-



pany every resume. This letter should briefly provide one or two examples of your experience relevant to the position, and should convey the interest and enthusiasm for the position.



Would your resume stand out in this stack of papers?



Points to Consider

You've got 15 SECONDS to impress me with your resume!

During initial screening processes, your resume may be looked at for as little as fifteen seconds. Therefore, it is important to follow these guidelines:

Be Brief: In most cases, your resume should be only one page long. As a general rule, an additional page can be added for each additional degree and/or seven years experience.

Be Conservative: Stylistic gimmicks should not be overused.

Be Logical: Prioritize and arrange your information knowing that we read left to right, top to bottom. The information you present should flow smoothly and sensibly.

Be Conscious of Image: Resumes should be visually appealing, printed on white paper and should never have errors.

Be Consistent: Make sure to keep the same format and style throughout your document.

Be Powerful: Emphasize your skills by using strong past-tense action verbs. Statements, which demonstrate results.

Essential Checklist Before Sending your Resume!!

- Proofread, Proofread, Proofread.
- Grammar check & spell check.
- Don't make the employer work; use an inviting and easy-to-read format and font
- Font size should be between 10pt and 12pt.

- Utilize the whole page (8 1/2x11). Adjust your margins between 0.5 and 1.0 inches.
- Use light colored paper; it is usually perceived as more positive and professional.

When and how do I indicate my salary history?

Trends are showing that many companies are requesting salary history. Usually this information can be stated in the cover letter. Some people will list their previous and current salary range together. For example~ My previous and current positions have ranged from \$19k to \$24k annually.



NWCC Career Center

Resume Template

HEADING/CONTACT INFORMATION

- Name, address (street address, city, state and zip)
- Telephone (and area code)
- E-mail address (if applicable, website (if applicable))

Make sure an employer can contact you or your answering machine by using a professional sounding message at the number you have indicated. If necessary, include both your current and permanent address and phone on the resume.

EDUCATION

- Name of institutions attended, city and state where school is located
- Degree awarded: major and/or minor
- Date degree to be awarded
- GPA, if 3.5 or above
- Off-campus study/Study Abroad
- Thesis and research, if applicable to career objectives
- Course titles, if employer requests them or if they substitute for lack of work experience

EXPERIENCE

- Position title, organization name
- City and state where organization is located, dates of service
- Description of skills used

Within this section include paid employment, internships and/or volunteer experiences that support your objective. Describe your experiences using short phrases beginning with past tense verbs. See the Action Verbs for Resume Page. Do not use the first-person (pronoun "I" or "my") on a resume. Quantify your experience where ever possible. (Example: Managed a \$5000 budget, supervised 15 people). A common way of presenting your experience is in reverse chronological order (most recent to least recent). You can also put group related experiences together under special titles: TEACHING EXPERIENCE, RELEVANT EXPERIENCE, VOLUNTEER EXPERIENCE OR LEADERSHIP EXPERIENCE.

AWARDS & HONORS (if applicable)

- Award title and organization, purpose awarded for, date awarded

ACTIVITIES (if applicable)

- Position title, organization name, city, state
- Dates of participation/membership
- Description of skills used in position

Highlight activities and affiliations in which you have been active and developed your skills. Use past-tense action verbs as in the EXPERIENCE section. Caution: Personal information has the potential to be used in a discriminatory way and can weaken a resume.

INTERESTS (optional)

- Consider how the interest you list might impact an employer's view of your ability to do the job.

SKILLS (if applicable)

- Specify relevant skills and describe your proficiency level: Fluent in French, Advanced Excel



References

References are an important part of the job-search process; employers expect them.

When you are choosing people to serve as references,

- Choose the ones who can best address your skills and can give specific examples of your accomplishments.
- Ask their permission before submitting their names as references.
- Send each of your references a copy of your résumé and the job description or advertisement for each position you are pursuing.
- If you are asking faculty members to serve as references for you, give them copies of projects you completed in their classes to help them remember the quality of your work.
- Let them know each time you submit their names as references.
- Keep them informed of your progress and send them thank you notes for their efforts on your behalf.

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