

Resume Workshop

A presentation
brought to you by the
Purdue University
Writing Lab

What is a resume?



- A resume is a personal summary of your professional history and qualifications. It includes information about your career goals, education, work experience, activities, honors, and any special skills you might have.

Resume Workshop

General Guidelines
Preliminary Research
Heading
Objective Statement
Education
Employment Experience
References

Organizational Styles
Reverse Chronological
Style
Functional Style
Skills Style
Imaginative Style

General Guidelines

- Length: It is best to limit an entry-level resume to one typed page. Be as concise as possible in stating information in each section of your resume.
- Font: Avoid fonts smaller than 10 point and larger than 12 point.
- Paper: Use 8 1/2" x 11" 20 lb paper. Print your resume with a laser or high quality ink-jet printer.

Preliminary Research

- *Find out*
 - * General job information
 - * Desired qualifications and skills
 - * Key values and words
- *Check with*
 - * Placement office files
 - * WWW
 - * Trade journals, magazines, and newsletters
 - * Directories
 - * Professors
 - * Company literature

Identifying Information

KIMBERLY ANN HURST

1305 Palmer Dr. #1276

West Lafayette, IN

Boiler@purdue.edu

(765) 555-1706

- Put your name, permanent and campus addresses, permanent and campus phone numbers, and email address prominently at the top of your resume.
- Avoid using a nickname to identify yourself.
- Consider including your URL address or fax number if you have one.

Objective Statement

- One to three sentence summary of your area of expertise and career interest.
- Write as complete sentences or as descriptive phrases with minimal punctuation.
- Relate your existing skills directly to the job you are seeking. Demonstrate what you can do for the company rather than what they can do for you.

Objective Statement

Avoid overgeneralized statements:

A position allowing me to utilize my knowledge and expertise in different areas.

Avoid statements that focus only on what a company can do for you:

A position where I gain experience in working on biological problems.

Make the statement as specific as possible:

A position which allows me to apply my background in engineering and high performance computing to biological problems.

Summary of Qualifications Statement

- This statement can replace or be used in addition to the objective statement.
- Write one short paragraph or a bulleted list of qualifications.
- Use a summary of qualifications statement to emphasize skills you possess that aren't obvious from your past work experiences.

Summary of Qualifications Statement

Summary of Qualifications

A Junior Mechanical Engineering Major with expertise in the following areas:

- * Using CAD programs to support projects
- * Communicating with customers in project environments
- * Developing projects in conjunction with peers

Education

- This is an important section for recent college graduates or students seeking internships or summer jobs.
- Beginning with the highest level of educational achievement, include information such as university attended, degrees earned, major, minors, grade point average, date of program completion, and so forth.

Education

Purdue University, West Lafayette, IN Graduation May 2000

Bachelor of Science in Computer Engineering

GPA: 3.2/4.0

Major GPA: 3.5/4.0

- You do not have to include your GPA on the resume, but if it isn't included, employers may assume that it is lower than it really is.
- Always state the grade point scale your school is using.

Relevant Courses

- List relevant courses that:
 - Help you stand out from the crowd
 - Have provided you with specific skills or knowledge
- Consider including this information in the education section of the resume.

Spanish (4 semesters)

Computer Science

Business Writing

Business Law

Ethics

- Only include courses taken in addition to your major or minor.
- Refer to the course by name rather than by number.

Employment Experience

- Include positions you have held which are related, in some way, to the job you are seeking. These might be both paid and volunteer positions.
- Be creative with this section of your resume by describing and emphasizing your experiences in the most relevant way possible.

Employment Experience

Hospitality Intern

(May 1999-August 1999)

Mountain Jacks, Lafayette, IN

- * Oversaw the planning, production, preparation and prompt delivery of food
- * Assisted in training and retaining new and experienced employees
- * Created a positive and healthy atmosphere in the restaurant

- Include information such as company name and location, job title, dates, and duties performed.
- Make this section easy to read by using spacing and bullets.
- Use action phrases to highlight the duties you have performed.

Action Phrases

Hospitality Intern

(May 1999-August 1999)

Mountain Jacks, Lafayette, IN

- * Oversaw the planning, production, preparation and prompt delivery of food
- * Assisted in training and retaining new and experienced employees
- * Created a positive and healthy atmosphere in the restaurant

- Action phrases will help you avoid being too brief and from understating your qualifications.
- Think about your qualifications as a professional would.

Parallel Phrases

Hospitality Intern

(May 1999-August 1999)

Mountain Jacks, Lafayette, IN

- * Oversaw the planning, production, preparation and prompt delivery of food
- * Assisted in training and retaining new and experienced employees
- * Created a positive and healthy atmosphere in the restaurant

- Make your descriptions easy to read through parallel structure.
- Set up a pattern and stick with it.
- In the example, all the verbs are parallel: “oversaw,” “assisted,” and “created” are all past tense verbs.

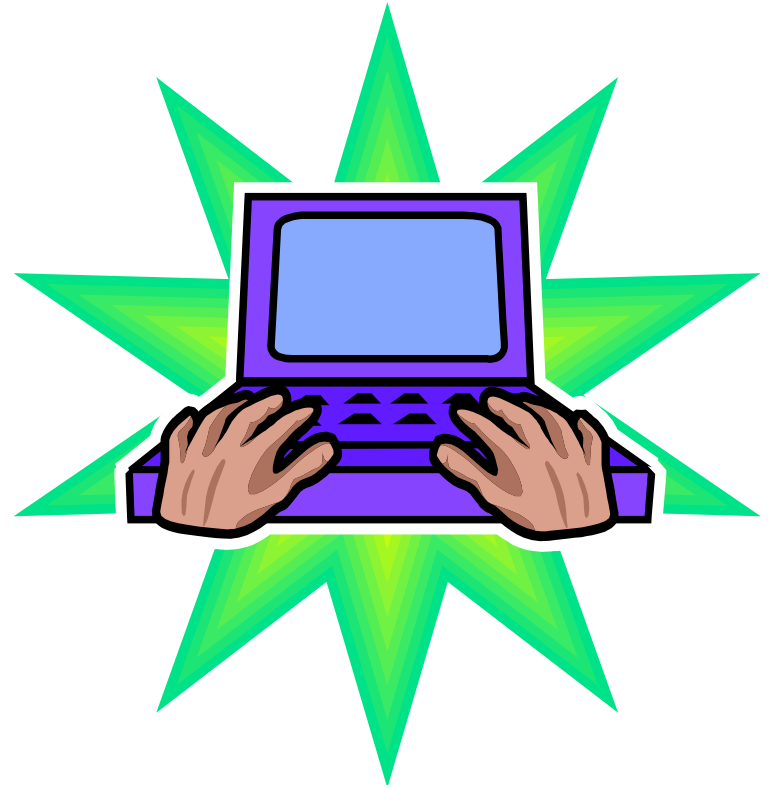
Activities and Honors



- Include relevant activities and honors that you could discuss with your prospective employer or that have given you valuable experience or skills.

Specialized Skills

- Include skills that make you unique, such as computer skills, foreign language skills, or military service.
- Be specific in describing your special skills; name computer programs you know, how long you studied a foreign language, or your dates of military service.



References

- In general, do not include the names and addresses of your references on your resume.
- It is enough to state that references are available upon request.
- Choose professional references rather than character references. Employers and professors who know you and your work are the best references.

Reference Sheet

Dr. Mary Delinsky
Heavilon Hall, Room 226
Purdue University
West Lafayette, IN 47907
(765) 494-3723

Dr. Delinsky is my current
academic advisor in the
Creative Writing and
Science Fiction Program.

- Include the names, addresses, and phone numbers of your references.
- Always ask permission before you include any information on your reference sheet.
- Consider giving your references a copy of your resume so they will be prepared to talk to employers.

Organizing Your Resume

- Organize your resume to highlight your unique skills and strengths.
- Use whatever combination of organizational styles you think best highlight your individual qualifications.

The most common resume styles are:

- reverse chronological
- functional
- skills
- imaginative

Reverse Chronological Resume Style

- Present your education and work experience in chronological order, beginning with your most recent experiences.
- This style is best for people whose job experiences closely parallel the positions for which they are applying or for those who have not had periods of unemployment time between jobs.

Reverse Chronological Resume Style

Work Experience:

- 1997-Present U.S. Postal Service, Indianapolis. Worked as a Station Manager, delivering mail, overseeing retail sales, planning delivery to new routes
- 1994-1997 All Right Parking, Inc., Indianapolis. Worked as a Manager, handling customer relations, overseeing accounts, supervising twenty-five employees
- 1992-1994 Indianapolis Star, Indianapolis. Worked as a District Sales Manager recruiting and training new employees, managing crews of twenty-five carriers within nine counties, designing routes

Functional Resume Style

- Emphasize what you can do rather than where you have worked.
- Try to match your skills to the position for which you are applying.
- This style is ideal for people who have gained valuable skills from a variety of unrelated experiences.

Functional Resume Style

Skills:

Communication Skills

- *Counseled teens in an anti-drug initiative at Jefferson High School
- *Received Employee of the Month Award for my work creating a positive environment at Wal-Mart while working as a cashier
- *Presented a semester-long project on choosing a major to a group of prospective students

Training Skills

- *Trained new employees in cashier procedures at Wal-Mart
- *Served as assistant coach for a Jefferson High School basketball team

Imaginative Resume Style

- Acts like a mini-portfolio because it demonstrates a combination of layout, graphics, text integration, and audience selection.
- Make sure a company is open to this type of resume before submitting it.
- This style is ideal for people looking for a job that demands creativity, such as graphic design or landscape architecture
- It is appropriate to use color graphics on an imaginative resume, but the cost of duplicating will be increased.

Where can you go for professional advice about your resume?



- Purdue University Writing Lab
- Heavilon 226
- Grammar Hotline:
(765) 494-3723
- Check our web site:
<http://owl.english.purdue.edu>
- Email brief questions:
owl@owl.english.purdue.edu
- Help with drafting, revising,
and editing your resumes and
cover letters

Purdue University Writing Lab