How to Prepare an Effective Resume

1. Resume Essentials

Before you write, take time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience, hobbies, and volunteer activities. This will make it easier to prepare a thorough resume.

2. The Content of Your Resume

Centered at the top of the page
- Name
- Address
- Home telephone and cell number
- Email address
- Website address

Flush Left
- Social Security Number
- Veteran's Preference
- Highest Grade
- Vacancy Announcement Number
- Job Title, Series, and Grade

All your contact information should go at the top of your resume.

Avoid nicknames.
Use a permanent address. Use your parents' address, a friend's address, or the address you plan to use after graduation.
Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
Add your email address. Many employers will find it useful (note: Choose an email address that sounds professional).
Include your web site address only if the web page reflects your professional ambitions.

Objective or Summary

An objective tells potential employers the sort of work you're hoping to do.

Tailor your objective to the job you want. For example: Equipment Repair and Maintenance Worker, WG-04749-10, USPH, Announcement Number: OS-11-436

Work Experience

Briefly give the employer an overview of work that has taught you skills. Use <u>action</u> words to describe your job duties. Include your work experience in reverse chronological order-that is, put your most recent job first and work backward to your first relevant job. Include:

Name of organization
Position, Grade, Series, Level
Dates of employment
Describe your work responsibilities with emphasis on <u>specific skills</u> and achievements.

Education

Education information is usually the last item on a resume. However, new graduates without a lot of work experience should list their educational information first.

Your most recent educational information is listed first.
Include your degree (High school diploma, A.S., B.S., B.A., etc.) major, institution attended, minor/ concentration.
Add your grade point average (GPA) if it is higher than 3.0.

Mention academic honors.

Other Information

A staff member or your Career Specialist in the Transition Center can advise you on other information to add to your resume. You may want to add:

Key competencies or special skills
Leadership experience in volunteer organizations
Participation in sports

3. Resume Checkup

After you've written your resume, it's time to have it reviewed and critiqued by a Career Specialist. You can also take the following steps to ensure quality:

<u>Content</u>

- Run a spell check on your computer before anyone sees your resume.
- Get a friend (an English major would do nicely) to do a grammar review.
- Ask another friend to proofread. The more people who see your resume, the more likely -that misspelled words and awkward phrases will be seen (and corrected).

<u>Design</u>

These tips will make your resume easier to read and/ or scan into an employer's data base.

- Use white or off-white paper
- Use 8-1/2 X 11-inch paper
- Print on one side of the paper
- Use a font size of 10 to 14 points
- Use non-decorative typefaces
- Choose one typeface and stick to it
- Avoid italics, script, and underlined words
- Do not use horizontal or vertical lines, graphics, or shading
- Do not fold or staple your resume