

Résumés They'll Remember

Career Lab
Lucina Hall Room 235

A résumé is a personal marketing tool. It is an essential part of the job-search campaign used in securing an interview, whether you are searching for a part-time job, an internship, or professional employment.

Did you know that the average employer will spend approximately 10-20 seconds reviewing your résumé the first time? That's right. As such, your résumé must attract attention, create interest, and provoke action: an interview. Remember, only 10 seconds! Make them count!

Essential Components

Identifying Information: Include your name, address, city, state, ZIP code, and telephone number with area code. If you will be graduating, you should include both a permanent and a current address.

Education: List, from most recent to oldest, all college, university, and professional school information. Include the following for each institution: degree awarded; name of institution, city and state; major, minor, area of concentration; and graduation date (month and year).

Experience: Include information about part-time, full-time, volunteer, internship, and practicum experiences as they relate to the job you are seeking. Include the following information for each experience: title of position; name of organization; city and state; beginning and ending dates of employment (month and year); and job-description statements beginning with action verbs. Emphasize major responsibilities, accomplishments, and results. Quantify your experience with facts and figures wherever possible. Remember, this is your opportunity to persuade the employer to interview you.

Optional Components

Depending upon your background, you may include the following in your résumé: career objective; GPA; college courses; honors, awards, and scholarships; licenses and certificates; publications, presentations, and research; memberships and activities; and skills.

Choosing a Résumé Style

Choosing the best résumé format depends on your background and the requirements of the jobs for which you want to interview. There are three common résumé formats.

Chronological: The chronological résumé focuses on

time and continuity. It is easy to organize, write, and read, and it is the most commonly used type of résumé. Present your most recent job and educational experience first, then trace backward in time. Describe your responsibilities and accomplishments under each listed experience.

Functional: The functional résumé focuses on professional skills, responsibilities, and accomplishments while it de-emphasizes dates and specific work experiences you have had. The functional résumé is organized by functional titles that explain general areas of expertise. Under each function heading is a brief description of your accomplishments in that area.

Combination: The combination résumé incorporates both the chronological and functional formats. Organize your descriptions of your responsibilities by skills and functions under each job title.

Other Types of Résumés: Some employers scan résumés into databases; others accept e-mailed résumés. Guidelines for creating these types of résumés are available online.

Cardinal Career Link Résumé Builder

Cardinal Career Link offers Résumé Builder to help you write your résumé. You may choose from options to create a new résumé or select one of the available résumé templates. To use Résumé Builder log into your Cardinal Career Link account. Click on **Documents**, then select **Résumé Builder**. Instructions for using Résumé Builder are available in the **Document Library** of Cardinal Career Link.

Cardinal Career Link Résumé Books

Cardinal Career Link offers you the advantage of being included in résumé books. Résumé books are online collections of résumés set up by the Career Center providing employers with real-time access to your résumé. As a result, you may receive direct contacts from employers who are searching for candidates with specific skills and experiences. There are two types of Cardinal Career Link résumé books; **Opt-in** or **Customized Search**. You must place yourself in **Opt-in** résumé books. To be included in Customized Search résumé books, make sure you have selected **Yes** to be included in résumé books under the **Privacy Settings** in your **Profile** and your résumé will be automatically selected for inclusion if you meet the employer's selection criteria.

Résumé Do's

- Make certain your résumé is well spaced and visually attractive.
- Make your résumé concise. If a second page is necessary put your name on it.
- Use action words and sentence fragments to describe your experiences. Quantify your experiences wherever possible.
- Be consistent in your use of dates, numbers, abbreviations, etc.
- Check and recheck your résumé for errors; have someone else critique your résumé.
- Select quality bond, white, ivory, cream, beige, buff, or light gray paper for your final copies.
- Use a letter-quality or laser printer and black type.
- Fold and mail your résumé in a matching envelope or mail it flat in a 9" x 12" white or manila envelope.

Résumé Don'ts

- Write lengthy prose.
- Use multiple fonts or other visual elements.
- Use personal pronouns (I, we, my).
- Include a photograph or mention personal data (e.g., height, weight, health, age or date of birth, marital status, race, religion, sex, etc.).

Resources

For more information about résumé writing or to see sample résumés, refer to these items in the Career Lab in Lucina Hall 235.

- *The Job Search* (a free publication prepared by the Career Center)
- *Adams Resume Almanac*
- *Cyberspace Resume Kit*
- *Designing the Perfect Résumé*
- *eRésumés*
- *Expert Resumes for Military-to-Civilian Transitions*
- *Expert Resumes for People Returning to Work*
- *Gallery of Best Resumes*
- *The Global Resume and CV Guide*
- *The Résumé Makeover*
- *Résumés That Knock 'Em Dead*
- *The Savvy Resume Writer: The Behavioral Advantage*
- *Step-by-Step Resumes: Build an Outstanding Resume in 10 Easy Steps!*

Websites

- Links to résumé development sites on the World Wide Web: <http://www.bsu.edu/careers/links> (Scroll down and click Resumes, Portfolios, Curriculum Vitae, Letters.)
- Career Center publications: <http://www.bsu.edu/careers/publications>
- Cardinal Career Link: <http://www.bsu.edu/careers/careerlink>
- Quest: <http://www.bsu.edu/careers/quest>
- Career Management Action Plan (Career MAP): <http://www.bsu.edu/careers/cmap>
- Quintessential Careers Résumé Resources: <http://www.quintcareers.com/resres.html>

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact
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