

HOW DO I CREATE A RESUME?

Some suggestions from the Ball State Department of Telecommunications

A resume introduces you to a potential employer. A good resume alone may not get you a job, but a poor one likely will take you out of the running. Here are some suggestions:

1. Make some notes about yourself:
 - What experience do you have that is appropriate to the job you want to do?
 - What other activities have you been involved in that show your initiative?
 - Do you have any special skills?
 - What is your formal educational background?
 - Have you completed any special seminars or workshops?
 - Do you have an e-mail address that looks professional?
 - Who (other than family members) can talk about your skills, education, or professional experience and sound good doing it?

2. Decide on a format:
 - List your pertinent personal information--name, address, telephone number, and e-mail address.
 - If your e-mail address is something like "sugarbuns@gmail.com," consider creating a separate address to be used by potential employers.
 - Do not include date of birth, height, weight, marital status, or information about your spouse or children.
 - List your professional experience first unless you are looking for a position in an academic environment.
 - Do not include a statement of objectives or career objective. For most starting level applicants, these statements look silly.

3. Push the product—you:
 - Use a reverse chronological format (newest info first), but focus on experience in the field. If you include unrelated work experience, list it after professional experience.
 - Use short phrases and action words--verbs--to describe your duties and responsibilities. Don't write "I put together a three-minute video on how to do college applications." Write "Shot, edited, and produced video on applying to colleges."
 - If you don't have the job experience, what about classroom experience?
 - Include extracurricular activities that are pertinent. If you did a 10-minute scoreboard show after each high school football game, don't forget it.

4. Don't forget your education:
 - List your educational background, beginning with college. Don't include the names of all your courses.
 - Include your high school and its city and state, but stop there. If you are a high school grad, it's assumed that you made it through elementary and junior high, too.
 - Don't forget seminars, workshops, or summer programs. Include academic honors, too.

5. Get help from people who really can help you:
 - Choose at least three persons who can and will speak informatively about your background and experience. Don't pick family members or fellow students—even if you work for them.
 - Ask your choices for permission to use them as references. Be sure to get proper spellings of names and correct phone numbers or e-mail addresses.