



Update Your Resume



Make a Good Impression!

Now that you are finishing the semester, take time to think about the skills and experiences you have had. If you are graduating or looking for a summer job, you want to put together a resume that will catch the employer's eye. The average employer will only spend 10-20 seconds surveying your resume, so you want to make a positive, quick impression.

Purpose of a Resume

Your resume should be considered a way to personally market yourself. During your job and career search, it can be an essential tool in getting your foot in the door and securing a personal interview. The goal for your resume should be to attract the employer's attention, create an interest, and provoke the employer to want to know more leading to an interview.

Getting Started: Reflect and Prepare

Take time to do some self-analysis. Think about your career goals, strengths, skills and abilities. Evaluate your professional interests. Consider your likes and dislikes of past work environments. What experiences are relevant to your current job search? What competencies did you develop or strengthen as a

result of those experiences? There are a many resources available to assist you with conveying this information effectively.

Identify your Audience

Research information about the job! Learn what you can about the job or employer before preparing the resume using resources like the internet, journal articles, people who have worked at the company, etc. Gather this information so you can target your resume to meet their expectations. Not only should you identify your audience, but you should know your audience. What skills and experience are necessary for that position? Does your experience match their requirements? In what ways can you describe it so you appeal to them?

Essential Components of a Resume*

Identifying Information:

In addition to your basic contact information (name, phone numbers, email addresses), include both a permanent and a current address, if you are graduating.

Education:

List university, professional, and military school information from most recent to oldest. Include the following for each area – degree awarded; name of the institution, city, state, major, minor, area of concentration, and graduation 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. For each experience, list: title of position, name of organization/employer, city and state, beginning and ending dates of employment (month and year), and job related statements beginning with action verbs. Emphasize major responsibilities, accomplishments, and result. Quantify your experience with facts and figures when possible.

Optional Items to Consider for Your Resume

- **Career Objective** – indicating the level and type of position you are seeking, type of employer you want to work for, and the skills you want to use.
- **Grade Point Average** – You can include your cumulative or major GPA only if it is 3.0 or higher.
- **College Courses** – If the course work is relevant to the job you are seeking you may want to include the types of courses you completed.
- **Honors/Awards/Scholarships/Fellowships** – Make sure to include the titles and years you received the award.
- **Licenses/Certificates** – If these are required for the position, make sure you list all that you currently hold.
- **Memberships/Activities/Leadership** – You may want to include community, campus, volunteer and professional group activities. If you held leadership roles, make sure to indicate those as well as the dates for each position you held.

Personal References

If the employer requests references with your resume, make sure to have the correct number of references listed with their contact information. You should also contact your references to let them know you have included them and that they may be contacted. Even if you are not required to or choose not to send your references with your resume, make sure they are ready to go at any time.

*The above information was taken from BSU Career Center materials.

For more details on resume writing please see the link below from Ball State's Career Center.

Resume Tips Link:

<http://cms.bsu.edu/~media/DepartmentalContent/CareerServices/PDFs/Publications%20and%20Other%20Docs/N1ResumesRemember.ashx>

Formats of a Resume

To look at a sample format for a resume and an example of a cover letter that would be sent with your resume, see the link below.

Sample Resume and Cover Letter Format:

<http://cms.bsu.edu/About/AdministrativeOffices/CareerCenter/MyCareerPlan/JobSearchDocs/~media/DepartmentalContent/CareerServices/PDFs/Publications%20and%20Other%20Docs/N1SampleResume.ashx>

What can the Career Center do for you??

The Career Center offers individual career advising with assistance for career related research of occupational options, industries, and employer organizations. We help you with professional skill acquisition including

- Revising resumes and cover letters
- Practicing your interview skills
- Starting your job search
- Learning how to network

To schedule an appointment to meet with an advisor, please call 765-285-2430.

The Learning Center Writing Desk can also assist you in preparing and reviewing your resume. To schedule an appointment with them, call 285-3778.

BE PROACTIVE ABOUT GETTING HELP RATHER THAN REACTIVE AFTER IT IS TOO LATE!!!