How to Prepare a Stellar Resume

Things to Consider

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- A resume should be well organized, carefully designed, consistently formatted, easy to read, and free of errors

- Target your resume to the specific job

- Organize the resume in a way that highlights your strengths and fits your goals

Before Writing Your Resume:

- Analyze Your Background:

- Determine what kind of job you are seeking

- Consider your credentials (schools you attended, degrees you hold, jobs you have held, promotions, etc.); experiences and skills that would be valuable to the job (leadership assignments, interpersonal communication skills, software skills, etc.)

Organize Your Resume:

- Organize your information in the sequence that emphasizes the credentials that will strengthen your resume the most. Most common sections in resumes are:

- Headings (name and contact information): Make sure your name stands out on the page

- Job Objective vs. Headline: They both introduce the material and help reader quickly understand your goal

- Qualifications Summary (Professional Profile): A summary that includes skills, expertise, experience, or personal qualities that make you especially well-suited for the position

Organize Your Resume Contd.:

- Education (Academic Background, Certifications): Schools attended, degrees earned along with dates; GPA (if higher than 3.0); Relevant coursework

- Employment Experience (Career History): Reverse chronological order; Include jobs and internships directly related to position applying for; List job title and employer; Provide description; Focus on achievements; Use action verbs

- Related Knowledge, Skills, and Ability (Professional Affiliations, Volunteer Work, Networking Assets): List such items as fluency in foreign language, writing and editing abilities, specialized technical knowledge, or computer skills

- Honors and Activities (Awards, Recognition, Notable Contributions, Volunteer Work, Publications, Affiliations): List any honors and unique activities near end unless exceptionally notable, i.e., student and community activities, professional and club memberships, awards received, and published works

- References and Portfolios: Avoid specifying on resume that references are available unless that is standard practice in your profession or your resume is sparse; Create a separate list of references in the same format design and layout as your resume; If you have developed a portfolio, you can include the phrase "Portfolio available upon request" in your resume.

Digital Formats and Media:

- If sent as attachment, make sure it is Adobe PDF or MS Word format. Avoid fancy fonts, underlining, shading, letters that touch each other, if resume is scanned.