



Writing Your Resume

Your resume creates a snapshot of your academic achievements, skills and experiences for prospective employers. It is a concise summary of your background and relevant qualifications. Research suggests that employers initially scan a resume for 30 to 60 seconds. Your goal in creating an effective resume is to land the interview. The information that follows, along with the resume examples, will help you craft a resume that will work for your specific situation.

Name and Contact Information

List your name, current address, telephone and/or **cell phone** number and **email address** at the top of the page. Add your permanent address and phone as additional contact information and possibly to show your familiarity with a geographic area if you plan to return home.

Objective

An objective is **optional**. This one sentence statement however, may serve as a **"thesis statement"** for the rest of the information on your resume. If included it should provide the reader with a clearer idea of your preferred career **interests**, and/or skills you wish to use in your next position. If you choose to omit the objective, plan to include the detail of your career plans in a well-written cover letter.

Education

Highlight your college academic experiences. List the institution that conferred your most **recent degree first**, along with its location, degree obtained, date of graduation, major, minor and GPA (if 3.0 or above in most disciplines). Any additional information that may be of interest to employers such as **study abroad**, special certifications, or highlighted coursework should be included. If you are a current student, or graduating from college, high school information, in most cases, should not be included.

Experience

This section offers you the greatest flexibility to **showcase** yourself to employers in the best way possible. Here you will describe any work, **internship**, extracurricular, leadership, and/or **volunteer** experiences that you believe highlight positive qualities about your background.

List organizational names and locations, job titles and dates of the assignments. You may present the information in bullet pointed phrases, or short paragraphs. Use **action verbs** to keep the language action oriented and interesting. Descriptions should be a combination of **responsibilities**, **skills** developed through the experiences, and **results** achieved. If you have many experiences to choose from, select those that may be more closely aligned to the position to which you are applying.

Activities/ Professional Affiliations/Interests

Undergraduate students, recent graduates, and graduate students may use this section to list **involvement** outside of the classroom. These experiences may be described or simply listed. **Interests** may be included, if they are **relevant** to the position, e.g. hiking or travel for a sports equipment company, or are unique in nature.

Skills

This section is also **optional**. It may be used to highlight skills not mentioned in another section, **foreign language** ability and level of proficiency, **technical skills**, or any other skill area that may attract an employer's attention.

The Look

In creating a resume, **impression** is just as important as content. Once your content is drafted and revised, spend some time creating a **professional** looking document. The most relevant information should easily stand out on the page. Proper grammar, **consistency** in language (i.e., all past or all present tense), and no typos are all critical pieces that need attention. Make sure your resume is **easy to read**, and that you have found the **balance** of providing enough information to market yourself, but not too little or too much information, to have missed an opportunity to attract your reader's attention.

For ideas and further information, see resume examples attached.

Resume Do's

DO:

- Use action verbs
- Keep your resume to one page
- Solicit feedback from several people
- Check the spelling of every word
- Use an easy to read font
- Reflect your background honestly
- Think broadly about college
 - include academic projects and volunteer experiences
- Share skills and achievements
- Tailor your content to specific opportunities
- List information consistently
 - titles, dates, locations

& Don'ts

DON'T:

- Exaggerate your accomplishments
- Feel locked into one format or style
- Include personal information i.e. marital status, age, social security number
- Use colors or graphic designs
- Use vague or overused terms, e.g., "I'm a people person."
- Create one generic resume for all applications
- Feel the need to describe everything, sacrificing overall clarity

For more career related information visit our Web site: www.careercenter.umich.edu or email us with quick questions: careercenter@umich.edu