

RÉSUMÉ TIPS

Résumés get interviews,
YOU
get the job.

Demonstrate the professional, dedicated, detail-orientated, dynamic, people-person your résumé describes (avoid clichés).

Keep a PRIMARY RÉSUMÉ document so you can customize a presentation résumé for each job.

Résumé samples and cover letter tips are on the Career Services website:
umobile.edu

REMOVE

References and "References Available"
These should be on a separate page, with the same header that is on your cover letter and résumé.

High School Information
At this point in your education you should be focusing solely on your college experiences.

EDUCATION

This section should be organized clearly and highlight the most pertinent information:

- Institution
- Location
- Graduation date
- Major
- Degree type (i.e. Bachelor of Science)
- GPA's over a 3.0 and only go to one number after the decimal

EXTRAS Typically national societies have little impact on your résumé, unless you take a leadership role. If you're including scholarships and awards, indicate what it was for (academics, athletics, technological use etc.).

BODY CONTENT

Remove:

- Paragraph format and put into phrases- Employers want a quick glance at your capabilities
- Periods
- Double spacing
- First person (I, Me, Mine etc.)
- Objective (that's what a cover letter is for)

Use present tense for things you are doing currently and past tense for positions that have ended.

POWER VERBS

Start each bullet with an action verb, but do not re-use them within the same job.

Avoid "Aided, observed, assisted, helped, worked, responsible for"- these terms don't communicate your abilities effectively or are too passive. These focus too much on what someone else did.

Find a list of effective verbs here:
bit.ly/2m7aRwJ

CONTENT

EXPERIENCE

Include 4 aspects for every position and experiences you have:

- Name of organization
- Your role
- Location
- Dates

List experiences in reverse chronological order. The most recent should be listed first.

Focus on knowledge, skills and accomplishments you gained from an experience, especially ones that show why you would be a great addition to the organization.
(Do not just list duties.)

Be specific where possible.
(Quantify with #'s %'s and \$'s.)

Skills Sections are optional and should be a mix of technological skills and your unique abilities. Tailor it to each job you apply for.

CUSTOMIZE

Research potential employers and industry. Know what they do, where they fit in and how your can help them do it better.

Pull words and phrases directly from employer's Position Description, Qualifications Section and website to customize your résumé. This shows the employer you have the transferable skills they need and you did your research on them.

STAND OUT

VALUABLE REAL ESTATE Keep the most valuable information toward the top. Move less relevant items to a less prominent location or eliminate them from this version of your résumé.

Focus on skills that make you unique and stand out from your peers. If it's something that most other students have participated in, it won't demonstrate why you are a better candidate for the position.

What's distinctive about how you do common tasks? Give examples that impress.

Employers want to see community involvement outside of work and role models in the community. Elaborate on volunteer accomplishments that relate to your future career.

FORMAT

HEADER

Consider making your name big and bold to stand out from your contact information.

Put your information on one line, eliminate using so much room for your heading and remove the hyperlink on your email. Use dots to separate items rather than dashes (Google it).

DETAILS Avoid section titles ending a page. Write out acronyms and avoid lingo that people reading your résumé may not be familiar with.

PAGE LAYOUT

Follow formatting for length, layout, spacing and alignment. Consistency makes your résumé exceptional, drawing attention to the content to enhance readability.

1-2 pages is normal depending upon profession. Never have the second page be less than 1/3 to 1/2 used. Include your last name and p.2 in the upper right hand corner of the page.

SPACE EFFICIENCY Utilize your white space by reducing your margins on all sides, including the top and bottom, to no less than .5 inches.

Employers will usually print out your résumé in black and white.

BULLETS

HOW TO

Instead of stating duties, make a statement:

POWER VERB +
TASK +
ACCOMPLISHMENTS QUANTIFY
EACH BULLET POINT

FILL IN

Use skills and accomplishments that make you a good fit for the organization.

Keep bullet points concise for quick reading.

Do not repeat words or skills within a position.

Add bullet points to your résumé while the experiences are new and fresh in your mind.

Always have at least two bullets. Relevant experiences should have more bullets than less relevant experiences.