

## RESUMÉ WRITING GUIDE

There are two basic styles in writing resumés. The **Chronological Resumé** style lists your educational and work experience in reverse chronological order. The **Functional Skills Resumé** style highlights your skills and accomplishments at the beginning of your resumé, and your educational and job history is saved for the end. There are advantages and disadvantages to both styles. This guide will focus on the most widely recognized style, the Chronological Resumé.

### RESUMÉ SECTIONS

#### Names and Contact Information

- Include your full name in a larger font than the rest of your resumé.
- Include your permanent address with zip code, phone number with area code, and email address.

#### Objective/Summary

- This section is optional. Talk to a career counselor about whether or not you should include an objective/ summary.
- The objective/summary statement should be short and tailored to the specific position and organization.

#### Education

##### Degree, Major, Name of Institution/Location (City, State), Graduation Date (month & year)

- Start with your most recent degree awarded (or anticipated) and work backwards.
- List only your post-secondary education.
- GPA is optional. Include your GPA if yours is 3.50 or higher *and* you feel it will enhance your resumé.
- You may choose to list any scholarships, distinctions, or achievements in this section (ie: cum laude).
- Including relevant coursework or training specific to the position you are seeking can provide additional information to a potential employer about your knowledge and skill sets.

#### Experience

##### Name of Organization, Title/Experience, Location (City, State), Dates

- Begin with your most recent experience and work backwards.
- Any experience relevant to the position you are seeking should be included in this section.
- Include internships, externships, clinical experience, full and part time jobs, and volunteer experience.
- Focus on transferable skills and include key words that match those found in the job description.
- Use action verbs and highlight your accomplishments. Provide specific examples if possible.
- Highlight your "soft skills" - communication, leadership, teamwork, research, etc.
- Always list a month and year to clarify length of experience (ie: May 2015 to July 2016) or list a season (ie: Fall 2015).

#### Skills

- As a general rule, use this section to identify specific abilities or proficiencies in software (ie: electronic health records) and language skills.

#### Activities

- Include any significant activities outside of your previously listed work experience.
- Community service, extra-curricular activities, volunteer positions, and leadership roles are all appropriate.
- Highlight leadership or volunteer roles by titling the section "Leadership Activities" or "Volunteer Experience"

#### Honors/Awards

- Only include those relevant to the position, demonstrate achievement, or emphasize your unique skills and attributes.

#### Additional Information

- Include contributions to your industry such as research, publications, and memberships.
- Identify the organizations full name (ie: American Optometric Association) instead of using acronyms (ie: AOA).

### RESUMÉ WRITING KEY POINTS

- Your resumé should explain how you will meet the employer's needs.
- Construct your resumé so that it is professional, attractive, and easy to read.
- This is your opportunity to make a great first impression.
- Confine your resumé to one or two pages.
- Emphasize results, skills and accomplishments rather than listing duties performed.
- Place the most important information first.
- Do not include personal information such as ethnicity or date of birth.
- Do not list the names of your references on your resumé.
- Create a separate reference sheet to share with employers upon request.
- Your reference sheet and cover letter should replicate the top of your resumé in appearance.
- Proofread, proofread, proofread! Have someone you trust review your resumé before submitting to any employer.