

EFFECTIVE RÉSUMÉS

Desired Attributes

- **Honesty.** Accurately portray your qualifications. Any falsification could cost you a job.
- **Design.** Your resume design should be consistent and attractive. If you use bullets, only use one style. Do not end sentences with periods.
- **Organization.** Whether you choose a chronological or functional resume, carefully and consistently order your information. Your personal level of organization and ability to communicate shows in your resume.
- **Length.** Those without 10+ years of professional experience should limit resumes to one page. Only use short sentences to describe your entries and experience, omitting “I” and deliberately using action-packed verbs.
- **Accuracy.** Incorrect grammar, spelling, dates, and other inconsistencies will destroy your resume’s competitiveness. Ensure all the information you provide is correct and eliminate any typos or other problems.
- **Relevance.** You must tailor everything on your resume to the position you seek. Modify your entries to highlight skills or experiences that make you well-suited for the desired job. Although perhaps everything you have done does not specifically relate to a certain position, demonstrate how your achievements are relevant to an organization’s specific needs. Applicants who submit the same generic resume for each job are unlikely receive interview offers.

Necessary Elements

- **Contact Information.** In addition to your name, address, telephone number, and email address, feel free to include a website. Remember any email or web addresses should be professional.
- **Credentials.** Based on your experience, the order of your education, relevant employment, and related skills might vary. Again, tailor your resume to the position and its needs.
 - **Education.** List your most recent education, providing names, dates, and degrees earned. Focus on relevant skills acquired and avoid generic class titles.
 - **Relevant Employment.** Use quantifiable evidence to demonstrate the skills you can contribute to a certain position. Avoid general words like “several” or “many.” Providing numbers and highlighting specific skills will make your resume more impressive.
 - **Leadership Experience.** List leadership opportunities including position, responsibilities, and outcomes.
 - **Related Skills.** List any other specific skills that might apply to the desired position. Often this can be incorporated into your education or employment sections. If this would not work very well, you may

list skills separately, remembering to quantify them and demonstrate how they will aid your employer.

Checklist

- Does the resume respond to the needs of its readers?
- Is the resume honest?
- Does the resume have a professional appearance, with generous margins, a symmetrical layout, adequate white space, and effective indentation?
- Is the resume free of errors?
- Does the identifying information section contain your name, address(es), and phone number(s)?
- Does the education section contain your degree, your institution and its location, and your anticipated date of graduation as well as any other information that will help your reader appreciate your qualifications?
- Does the employment section include, for each job, the dates of employment, the organization's name and location, and (if you are writing a chronological resume) your position or title, as well as a description of your duties and accomplishments?
- Does the leadership section include your position or title, as well as a description of your duties and accomplishments?
- Does the personal section including relevant hobbies or activities, including extracurricular interests?
- Does the reference section include the names, job titles, organizations, mailing addresses, and phone numbers of three or four referees, such as character, education, employment, and leadership?
- Does the resume include any other appropriate sections, such as military service, language skills, or honors?