Building Your Resume

Content

*Include 3 ways an employer can contact you. **Contact information:** *Avoid using mailing address **Email** Use a professional email *Use an email address you check often. Make Phone sure it is free of slang or profanity and is easily associated with your name. LinkedIn Account (jdoe@horizon.csueastbay.edu) **Job Objective OPTIONAL:** A good statement demonstrates clear employment goals that show you are a strong match for the position. Education Write out the official title of the degree you are receiving (ex: Bachelor of Science, Master of Arts). GPA. Specify whether you are listing cumulative or major GPA (listing either or both is fine; preferable 3.0 or higher) **Omit listing related/relevant coursework**. Recruiters know the coursework involved with standard degrees; therefore listing this information may only take up space. Action verbs should be used to begin each bulleted accomplishment statement/job duty. Avoid using statements such as "duties included" or "'responsible for." Use present tense verbs for current jobs and past tense verbs for previous jobs. Avoid repeating action verbs. **Expand on your accomplishment statements/job duties** to include the 5 W's: who, what, when, where, and why. Highlight honors, co-curricular involvement and/or volunteerism. No need to state "member of" in front of organization name. Include leadership positions.

ACADEMIC ADVISING AND CAREER EDUCATION

Formatting

Avoid large/distracting heading elements (lines, bars, graphics, etc.) Your name should dominate the heading.

It is important that you **research your industry** to see what types of introductory statements other professionals are using on their document. (ex: obiective statement, summary of qualifications, career highlights, professional summary, etc.)

List in reverse chronological order. Start with the most recent degree and work backwards. **List Education before Experience.** Your degree is your most recent accomplishment and is a big selling point; you want it to be front and center.

Consistency in entries. Each entry should have the same format and information provided. 3-5 bulleted accomplishment statements/iob duties

Bullet points were not used. Bullet points aid in the readability and flow of your resume.

Periods should not be used at the end of bulleted statements. Dates should be aligned on the right-hand side of the page. They are less important than other experience information.

Volunteerism: Indicate the company name, location and number of hours volunteered.

Honors/Awards: list scholarships, Dean's List, President's Honor Roll, etc.

Fillable Example

Name	
Email	
Phone LinkedIn	
Linkeain	
Objective:	
Education:	

Experience:
Job/Position Title
Dates of employment
Company/Organization Name
Location (city & state)
Dates of employment
Company/Organization Name
Location (city & state)
Job/Position Title
Dates of employment

Content

Fillable Example

Check all that apply.	Fill in as needed		
Communication: The ability to write, speak, and listen well to others. Teamwork/Collabor The ability to work to and effectively use to strengths of each into meet a common group to meet a common group.	ogether (Work Experience, Internship, the Co-curricular Involvement, dividual Volunteer, Study Abroad, Classroom	Give specific examples of this skill/quality.	How would you write this on your resume?
Problem Solving/Analytical Skills: The ability to evaluate and understand options and the effects of decisions. Innovation and Creativity/initiative ability to develop ne methods to complet projects.	ew ideas or	ex: ABA case management	ex: Managed, developed, and asessed student behavior plans through ABA guidelines
Influence: The ability to motivate, convince, or persuade a group to do something. Technical Knowledg ability to use common applications and technical software specific to describe the common applications.	onhnical	ex: Illustrator, Photoshop, Indesign, Project Manage- ment	ex: Assisted with management of team to develop website ad projects using Illustrator, Photoshop and Indesign for 3 ad
Global Issues/Cultural Competence: The ability to stand back from yourself and become aware of cultural values, beliefs, and perceptions and how they are relevant to global issues and interact effective. Decision Making (Leadership): The above recognize, understand define problems and effectively choose be different options to implement change.	nd, and		campains
Avoid using a resume template. Many employers share the over-used and show lack of creativity.	hat they are Omit references and/or the unnece available upon request." Provide on		
Resume is a constant in style and/or formatting. For example use of font size/style, upper and lower case letters, bullet narrative format, and section layout.			
Reduce or expand to produce a concise document that se best. (Length depends on quality and quantity of experier accomplishments)	ells you can be discarded for just one mista	•	
Spell out acronyms to keep your resume looking formal. (ex: California State University East Bay (CSUEB))	Once completed: Use the informati complete your resume	ion from the fillable examples to	
Omit all high school information by your sophomore yea	r of		CAL CTATE



college. From this point on, your resume should focus on accomplishments at the college level and beyond.

^{**}Information obtained from the Stephen F. Austin State University - Career Services Resume Critique checklist