

TIPS FOR SUBMITTING A GREAT RESUME OR CV

A resume should summarize your accomplishments, education, and work experience while highlighting your strengths.

Its purpose is to get you an interview!



General tips for a great resume and cover letter

- ❖ Start with a pre-made resume template. They're freely available with your word-processing software or on the web
- ❖ The resume should clearly tell the employer:
 - who you are
 - what you've done and when you did it
 - why you want to work for them
 - why they should hire you
 - how hiring you would meet the employer's goals
 - when you're available to interview and/or start work
- ❖ Remember that everything you put on your resume will eventually be checked, so honesty is still the best policy!
- ❖ Spell-check and proofread your resume, then have a friend double-check it. Check it one more time before you apply
- ❖ It's usually better to attach a Word document rather than paste your resume into the application software, this will maintain your formatting and make your resume easier to review

It is essential that we can reach you

- ❖ Be sure to include your name, address, phone number(s), and e-mail address. Avoid using a cutesy or controversial email address.
- ❖ Double check that your email address and phone number are current – if we can't reach you the first time, we might not try again.

A job objective is optional...

- ❖ ...*but* if you do use an objective, make sure your objective explains the kind of work you want to do, and keep it between two to four typed lines
- ❖ You may opt to use a cover letter to show your career interests and objectives. The cover letter should act as a "snapshot" of who you are, what you're looking for, and why you are interested in working for the employer.

Education

- ❖ This section should include school(s) attended, majors/minors, degrees, and honors and awards received
- ❖ You may want to include your GPA in this section. If you decide to do so, make sure to use the GPA that puts you in the best light -- either overall GPA, school or college GPA, or major GPA. If your GPA is below 2.5 – don't include it - and work on improving it, if you can

Professional Experience

- ❖ This section should include company name, your job title, dates of employment, and major accomplishments. List experiences in reverse chronological order, starting with your most current experience
- ❖ List your accomplishments in bullet format (rather than paragraph format). Avoid discussing job duties or responsibilities. You want to tell the person reading it what you did and when you did it, but not necessarily all the how's and why's.
- ❖ If you don't have a lot of career-related job experience, consider using 'transferable skills' to better highlight your work experience. For example, you may not have supervisory experience, but you did act as Head Counselor at that summer camp two years in a row – and that's leadership (a transferable skill).
- ❖ Finally, make sure to make use of action verbs when describing your accomplishments (i.e. Managed instead of Participated)

Affiliations/Interests

- ❖ This section is optional; include only if you have room on your resume for it. Items from this section are often used as an ice-breaker by interviewers looking to start an interview on an informal basis
- ❖ This section should only include professional memberships and non-controversial activities/interests
- ❖ This is a great place to highlight any recent volunteer and/or leadership activities

References

- ❖ This section may only include a statement saying references are available upon request
- ❖ If you do include the names of your references on your resume, make sure that you have contacted these people in advance and they are willing to give you a positive reference