

CREATING A RESUME 101

Career Services at the University of Wisconsin – Green Bay

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Your resume is an important tool that can make or break your job search. It is a personal advertisement of the skills and abilities you can offer a potential employer. If your resume is not well written, it will not get you to the next stage . . . the interview.

What Are Common Elements In The Resume?

Identifying Heading - Include your name, address, phone number and e-mail. You can indicate a present and/or permanent (or forwarding address) with phone number when appropriate.

Objective - Indicate the type of position you are seeking (i.e. internship, full-time). Be as specific as possible without excluding primary areas of interest. Keep your objective to the point.

Education - Begin with your most recent education. Include degree, name of college or university, date degree will be conferred, major, minor, and if appropriate, GPA.

Related Coursework (Optional) - List related undergraduate/graduate courses, research papers, seminars, or independent projects that are relevant to the job you are seeking.

Experience - Describe jobs, internships, student teaching, assistantships, volunteer work, and research projects, listing your most recent experience first. For each experience include job title, name of organization, location (city & state) and dates. Emphasize experience most closely related to the kind of work you seek. Include skills used, scope of responsibilities and/or your accomplishments. Do not use the personal pronoun "I"; use short phrases that begin with action verbs. Present yourself in a dynamic way. Avoid phrases using "duties included" or "responsible for".

Special Categories (Optional) - Include additional categories if there are areas you wish to note that do not fit into the above categories. Possible themes are Honors/Awards, Language Skills, Computer Skills, Committees, Extra-Curricular Activities, Personal Strengths, Skills, Professional Memberships, Publications, or Military. Feedback from employers indicates that they are seeking employees who are "well rounded".

References - Do not list the names of references on your resume. Instead create a separate references sheet or supply written letters of reference when requested. The statement "References available upon request" is a sufficient statement to place on your resume.

How Long Should My Resume Be?

Most experts agree your resume should be one to two pages in length. Edit your resume until it is a manageable, concise presentation. This does not mean that you should crowd your resume onto one page because this is the preference. It is better to have a well-formatted resume that can be easily reviewed by employers. Edit critically, and keep your resume short and easy to scan.

What An Employer Is Looking For On Your Resume

An employer will scan a resume to determine how your skills, education and experience relate to the position for which they are hiring. Therefore, make it clear to the employer how you fit in these categories. Employers will look for:

- Your relevant education, experience and skills
- Is your resume visually appealing and easy-to-read (concise)?
- What are your career aspirations and goals?
- Do you demonstrate consistency and attention to detail? (NO spelling or grammatical errors!!)

Resume Critique Checklist

- Does the resume appear neat, organized and professional?
- Is the resume crowded? Does it contain sufficient white space?
- Does the resume contain any irrelevant information?
- Are spelling, grammatical and typographical errors eliminated?
- Does the resume focus on specific information about education, experience and skills?

Resume Critique Checklist, continued

- Is the third person and passive voice approach used?
- Is the objective supported by the contents of the resume?
- Is information highlighted in a consistent manner (indentation, bullets, bold, underlining)
- Do your descriptions start with action verbs?
- Is your most recent education listed first?

Sample Resume

PHILLIP B. WEIDNER

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Green Bay, WI 54301

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jphoenix@uwgb.edu

OBJECTIVE:

To obtain a position within the field of social services.

EDUCATION:

University of Wisconsin - Green Bay, Green Bay, WI
Bachelor's Degree, May 20XX
Major in Human Development; Minor in Business Administration
GPA: 3.4 / 4.0

RELEVANT EXPERIENCE:

Family Services, Green Bay, WI
Intern, Adolescent Day Treatment Program, September 20XX - Present

- Co-facilitate adolescent groups dealing with treatment goals
- Observe assessments with case managers and adolescents
- Participate in staff meetings and compile orientation packets

Wisconsin Early Autism Project, Green Bay, WI
Line Therapist, May 20XX - September 20XX

- Enhanced behavioral skills for four-year old child
- Taught peer play, self-help and social skills

ACTIVITIES:

Residence Hall and Apartment Association Treasurer, 20XX - 20XX
Boys and Girls Club of Green Bay Volunteer, Summer 20XX

ADDITIONAL WORK EXPERIENCE:

Kohl's Department Stores, Green Bay, WI
Customer Service Representative, 20XX - Present

REFERENCES:

Available upon request.

Remember, these are **samples** to help you generate ideas for your own resume. View the various resources available on the Career Services' website at www.uwgb.edu/careers. You may also call the office to schedule a time for a staff member to review your resume.