

RESUME RESCUE



THE ROLE OF YOUR RESUME

- A resume is your primary marketing tool during a job search
- Should be tailored to the reader and persuasive
- Should be brief and scannable
- Should contain highlights rather than full history
- Can be given to references as well
- Is often used as an interview guide by employers
- Overall, the goal is to get you an interview

TYPES OF RESUMES

- Chronological resume
 - Preferred by most employers
- Functional resume
 - Good for when changing fields
- Combination format
 - Uses strengths of each
- Curriculum Vitae
 - Primarily used for academic job searches
- Make it clear, but don't rely on a template!

CONTACT INFORMATION

- Name: Largest font on the resume
- Address
- Phone number
- E-mail
- Website/LinkedIn/Github/Etc.
- Coordinate formatting with your cover letter, reference list, etc.

OBJECTIVE/QUALIFICATIONS SUMMARY

- Make it clear and specific
- An objective can simply be listing the job you are applying for
- A qualification summary should highlight the top selling points of your resume
- Can be bulleted or in paragraph format
- Can be changed from resume to resume in order to specify info to job descriptions

EDUCATION

- Typically placed towards the top of the resume
- Employers are looking at degree first, then institution, then year attained (or will attain), then GPA
- High school information can generally be omitted
- GPA should be included if above 3.0
- Can include relevant coursework if applicable
- Include thesis title, special projects if applicable
- List honors and awards if applicable

TECHNICAL SKILLS

- Brief bullet point list of any hardware/software skills or other specialized training related to the field
- Prioritize skills based on the specific job
- List by level of competency as applicable
- List any skills that you can perform with little or no direction
- Categories often include: Hardware, Software, Operating Systems, Research Techniques, Lab Skills, Specialized General Skills
- Can also include written/spoken languages

EXPERIENCE

- Show any relevant experience: paid or unpaid
- Can be divided into different sections to customize resume (research/work/leadership)
- Think of transferable skills
- Rather than listing out exact job description, show areas where you a difference
- Think quantification
- SAR method (Situation, Action, Results)
- Use action verbs
- Keep it brief and scannable

ADDITIONAL SECTIONS

- Honors and Awards
- Select Publications and Presentations
- Hobbies and Interests
- Volunteer/Community Service Experience
- Licenses/Certification
- Military Service
- Do not include health/personal information
- Include citizenship information only if necessary

GENERAL TIPS

- Brief is best – but containing the resume to one page is not necessary
- Have multiple people look over the resume to see what stands out to them
- Make use of bold, bullets, blank space to draw the eyes to important material
- Proofread!!!
- Don't use unfamiliar technical terms or acronyms where they won't be recognized
- Font should generally be 10-12
- Can reduce margins in order to conserve space
- No need to list references/reference statement

COVER LETTERS

- A chance to personalize your message
- Worth it to write even if not required by an employer
- Allows an employer to see your direct interest in working for them

COVER LETTERS – GENERAL INFORMATION

- No more than one page
- 1st paragraph – introduction. Who are you, what are you applying for, where did you hear about it
- Middle paragraph(s) – content. Why are you applying for this position? How do you meet the job requirements? What interests you about the company
- Final paragraph – Thank them for their time and request an interview.

COVER LETTERS

- Use a name if possible. If not, use “Dear Recruiting Team, Dear Hiring Manager, etc.”
- Specify whenever possible – don’t send a generic cover letter to all jobs
- Proofread to make sure all previous references are gone
- Keep it scannable
- Be professional but show your personality as well.

QUESTIONS?

