

Norman Career Services

Why do I need a resume?

A resume is your personal marketing tool. It should be a summary of all the experiences that demonstrate why you are qualified for a specific position. For this reason, making multiple versions of your resume that are customized to fit each employer's needs can help in creating a great initial impression with the organization.

30 seconds or less!

If an employer's first read-through only lasted 30 seconds, what would you want them to know about you? Try to prioritize your resume details based on what would be most crucial for each individual employer. What is most important for them to know about you?

What are employers looking for?

- Do you have what they asked for in the job description?
- How does your experience relate to the job opening?
- Did you take the reader into consideration? Is the style and format easy to read and understand?
- Do you show attention to detail through your spelling, grammar, and consistent spacing?
- What accomplishments have you had to date that show you are ready for this job?
- Does it look like you are hiding something?
- Are there quantifiable results to demonstrate your past successes?

Resume Must-Haves

Personal Information

- Name
- Address/Email address
- Cell/home phone number

Experience

- Position titles
- Employer/organization names
- Location (City, State)
- Dates of employment
- Duties and accomplishments

Education

- Degree earned or in progress
- Name of institution
- Major, minor, concentration, etc.
- Expected graduation date
- GPA (If over a 3.0)
- Awards/Extracurriculars

DON'T FORGET

- Avoid first person pronouns. Examples: I, me, my, us, we
- 1-2 pages, please! Keep it to one page unless you have a long work history.
- Volunteer and community service work is valuable experience.
- Always use professional resume paper with a watermark.
- Bring multiple resume copies to interviews just in case.

TECH W. BOY

Begin with your name and contact info. (No mcluvin@hotmail.com)

1605 Coliseum Dr., Russellville, AR 72801, 479.968.0278, twboy@email.com

Only sections required on a resume.

QUALIFICATIONS

This section is optional. Be sure to only include info that is relevant to the job you want.

- Relevant computer programs you know.
- Relevant course subjects in which you excelled.
- Industry -specific knowledge requested in job description.

You had to finish high school to be in college, so you don't need to mention HS or GED.

EDUCATION

Bachelor of Science in Business Administration, Accounting
 Arkansas Tech University, Russellville, AR

- Political Science Minor

Anticipated May 2016

Experience should be listed in reverse-chronological order, starting with your most recent job.

PROFESSIONAL EXPERIENCE

Summer Intern
 Best Organization Ever, Hope, AR

Jun 2013 – present

- Assist office staff in...
- Conduct correspondence with...
- Utilize _____ software while...

If a position has ended, each bullet should start with a verb in the PAST TENSE instead.

Job Title/Role
 Name of Organization, City, State

Mon. Yr. – Mon. Yr.

- Begin each statement with an action verb.
- Begin each statement with an action verb.
- Begin each statement with an action verb.

If you have done the same thing in more than one job, try to rephrase it so it sounds different.

Job Title/Role
 Name of Organization, City, State

Mon. Yr. – Mon. Yr.

- Begin each statement with an action verb.
- Begin each statement with an action verb.
- Begin each statement with an action verb.

Be careful to line up all entries evenly on the page. See how all the dates start in the same place on the line.

COMMUNITY INVOLVEMENT

Fraternity Member, Arkansas Tech University
 Alpha Phi Omega, Phi Theta Chapter

- Served on events committee for co-ed service fraternity.

Sept 2012 – present

When listing other experience, provide a short description of your position.

Accounting Club Member, Arkansas Tech University

- Coordinated events and fundraisers.

Aug 2012 – present

It's okay to adjust this format a little bit to make it your own. Just be sure that it is easy to read, concise, and professional.