

The SCC offers the following resources and services for resume writing.

**Workshops:** Resume and Cover Letter Tips are given each semester by SCC staff. Go to SCC website and click on Calendar for dates, times, and locations.

**Overnight Review Service:** Drop your resume off at the front desk of the SCC. Your career advisor will review it for you. Pick it up after 4:00 p.m. the following day at the front desk.

**Recommended Websites:**

National Association of Colleges and Employers  
[www.jobweb.com](http://www.jobweb.com)

Resume Tutorial  
[www.acinet.org/resume/](http://www.acinet.org/acinet/resume/)

**Sample books available in the Pardieck Memorial Career Library:**

*The Complete Resume & Job Search Book for College Students*

*Electronic Resumes & Online Networking*

*Resumes for Government Careers*

*101 Grade A Resumes for Teachers*

*Job Choices* (pick up your free copy in the SCC)

Because your resume gives the *first impression of you* to a potential employer, it is critical in determining if you will get an interview. Your resume summarizes your experiences, skills, and education concisely and effectively. You may need several versions of your resume—each should be targeted towards different types of positions you may be seeking (a “generic” resume is less likely to land you an interview). A resume may also be needed in other situations, such as applying to graduate schools or a scholarship.

## Resume Styles

### Chronological Format

This common style is used when you are seeking a position related to your education and experiences. Information is listed in *reverse* chronological order within each major section with descriptions of responsibilities and achievements listed under each experience.

### Functional Format

This type of resume is useful if you are seeking a position not directly related to your degree or work experiences. Information is listed under major skill headings, while job titles, employers, and dates are listed separately. Speak with your career advisor if you need assistance with this type of resume.

## Resume Appearance

### Length

Resume length varies with career field. Resumes may be one or two pages long (rarely longer than two pages). Contact your career advisor for the appropriate length for your field.

### Font

Use standard fonts such as Times New Roman or Arial. 11-point or 12-point font size is best. Black ink only. Limit different font styles—**bolding** and CAPITALIZING are the best methods to make information stand out. Avoid underlining and italics in case your resume gets scanned (see information on Digital Resumes)

### Bullets

Solid dots (•) or squares (■) only

### Paper

Quality resume paper printed on a quality printer. White or off-white paper is best.

### Proofread

Your spelling and grammar must be flawless. Ask several friends to proofread. Submit to your career advisor for a final proof.

### File Type

Write your resume in Microsoft Word. Avoid resume templates. Save as a Word document as your name: Last name\_First name Resume.doc .

## Resumes and eRecruiting Uploading and Publishing Your Resume into eRecruiting

Uploading your resume allows you to apply for jobs through eRecruiting. Publishing your resume makes it viewable to employers as part of a web resume book and for the SCC to refer to employers for relevant positions. A published resume increases visibility in a job search.

For instructions on how to upload and publish your resume into eRecruiting, go to the SCC website under Job Search Process.

## Resume Elements

### Contact Information

Full name (as it appears on legal documents), permanent and current address and phone number with area code (do not use parentheses), *appropriate* email address (you may want to create a new email account to use for your job search).

### Objective

State briefly and effectively the type of position you are seeking. Be as specific as possible. Do not use the word "I." Avoid clichés, jargon, or philosophical statements.

### Education

List degrees in reverse chronological order. Include institution, city, state; degree, major, month and year of graduation; minor, area of concentration. Many employers want to see your GPA (overall, major, or both). Be sure to include the GPA scale (X.X/4.0).

### Relevant Coursework (optional)

Courses relevant to position you are seeking. List titles, not course numbers. Include Study Abroad and senior projects here.

### Certifications (optional)

For relevant career fields only.

### Field Experience *or* Clinical Experience (optional)

For relevant career fields only, such as teaching, health fields, etc. Incorporate same information as below (see Related Experience).

### Related Experience

Work experiences, paid and unpaid, that are related to your career field. Include internships/co-op experiences as well as other related part-time or full-time jobs. Reverse chronological order.

Include employer, city, state; job title, dates of employment. Underneath this information, put a concise bulleted list of accomplishments, responsibilities, and skills utilized in the experience; start each bullet with an action verb (see list).

### Other Work Experience

Work experiences, paid and unpaid, that are NOT related to your career field. Be selective. While it is important to show a work history, it is not necessary to include every job you have ever had. Incorporate same information as above (see Related Experience).

### Activities

List of most relevant activities and offices first; may add hobbies and interests if they are relevant to job or reveal characteristics important to job or leadership experience. May include brief explanatory details. Add dates.

### Honors

May be a separate section (if you have several honors), or a combined section named Activities and Honors. May include honor societies, awards, scholarships, Dean's List, etc. Add dates.

### Skills (optional)

Special skills relevant to job position, such as computer hardware or software, foreign languages, sign language, laboratory skills, or other skills important to your career field.

### References (optional)

Do not list your references on your resume. You may write "Available Upon Request" or "Enclosed". Have a separate prepared list of 3-5 references available (including their name, title, organization, address, phone number, and e-mail address if possible). *Don't forget to ask permission prior to listing individuals as references.* Your name should be at the top of the list.

### Miscellaneous tips

Put your name at the top of the second page of a two-page resume. Do not staple pages together. Do not include personal information such as marital status, age, ethnic origin, etc. Avoid resume templates. In general, do not include high school information after sophomore year of college.

## Digital Resumes

Due to the enormous volumes of resumes that organizations receive, you may be required to submit your resume digitally. You may e-mail your resume or post it to a website, or you may submit a resume that will be scanned into the employer's computer system. Here are tips to make your resume electronically friendly:

### Keywords

Keywords are the basis of most electronic search and retrieval processes. Keywords are nouns and phrases that highlight areas of expertise, including industry buzz words and jargon, skills, projects, achievements, etc. Review the job description and include words within it. Keywords should replace action verbs on your resume.

### Format

Open your resume. Under Page Setup, save your margins so that you have 6.5 inches of text displayed (1" left and right margins). Select all text and change the font to Courier 12-point font. Save as file type Plain Text. This will eliminate all formatting, so replace underlining and bullets with asterisks, hyphens, or all caps. Left-justify all text. Must be on plain white paper. See your career advisor if you need assistance.

## Action Verbs

### Leadership & Management

administered	guided	organized
attained	headed	performed
conducted	hired	produced
contracted	implemented	reduced
controlled	incorporated	repositioned
coordinated	initiated	retained
directed	instituted	revised
employed	maintained	strengthened
enacted	managed	supervised
exceeded	marketed	trimmed
executed	monitored	turned around
expanded	motivated	undertook
grouped	obtained	

### Promotion & Sales

accounted for	influenced	recommended
convinced	launched	represented
generated	marketed	secured
improved	persuaded	sold
increased	promoted	targeted

## Organization & Implementation

advised	decreased	redesigned
analyzed	distributed	reorganized
arranged	enlarged	restructured
budgeted	examined	reviewed
catalogued	expanded	revised
collaborated	facilitated	scheduled
consulted	generated	sponsored
compared	improved	strengthened
compiled	increased	synthesized
completed	indexed	systematized
computed	leveraged	verified

## Research & Development

analyzed	differentiated	researched
automated	equated	searched
classified	experimented	solved
designed	invented	structured
determined	investigated	synthesized
developed	related	theorized

## Problem-Solving

assured	eliminated	pioneered
accomplished	evaluated	proposed
awarded	handled	recruited
balanced	identified	resolved
closed	improved	satisfied
corrected	investigated	sorted
determined	mediated	strengthened
diverted	negotiated	surpassed

## Interpersonal Communications

approved	facilitated	prepared
counseled	instructed	presented
demonstrated	interviewed	presided
disseminated	moderated	served as
edited	participated	wrote

## Initiative & Creativity

arranged	enhanced	prepared
conceived	formulated	produced
created	initiated	refined
designed	invented	reshaped
developed	innovated	resolved
devised	originated	solved
enabled	packaged	structured

## Sample Resume Outline

(see tips and notes about each section on previous pages)

---

### YOUR NAME

Current Address:  
100 Bradley Avenue  
Peoria, IL 61606

BUNetID@mail.bradley.edu  
312-555-1234 (cell)

Permanent Address:  
100 Chicago Street  
Chicago, IL 60606

**OBJECTIVE** To obtain a position as [title] with XYZ Company. *(optional)*

**CERTIFICATION** *(optional, typically used in teaching or other fields requiring certification)*

- name of certification, month year

### EDUCATION

Bradley University, Peoria, IL

Bachelor of [Arts or Science] in [Major], Expected [month, year]

- *Optional:* Minor, Area of Concentration, or Study Abroad experience
- Overall GPA: x.xx, Major GPA: x.xx (4.0 scale)

**RELEVANT COURSES** *(optional, or use PROJECTS)*

- name of course, not course number
- name of course, not course number
- name of course, not course number
- name of course, not course number

**PROJECTS** *(optional)*

Course or Project Title, City, State, dates

- Description of accomplishments, responsibilities, skills utilized
- Begin each bullet with an Action Verb!

**RELATED EXPERIENCE** *(May be noted as FIELD EXPERIENCE in teaching or other fields)*

Employer, City, State

Job Title, dates employed

- Description of accomplishments, responsibilities, skills utilized
- Begin each bullet with an Action Verb!

**OTHER EXPERIENCE** *(May also include LEADERSHIP EXPERIENCE)*

Employer, City, State

Job Title, dates employed

- Description of accomplishments, responsibilities, skills utilized
- Begin each bullet with an Action Verb!

The section order is dependent upon the requirements and needs of the field you are applying to.

**HONORS AND ACTIVITIES** *(optional)*

Organization name, year(s)

- Leadership role(s)
- *Optional:* brief explanation of involvement

Organization or honor name, year(s) received or inducted

**SKILLS** *(optional)*

- Computer skills *(specify languages, software applications, hardware/networking knowledge, etc.)*
- Foreign/Sign Language skills *(indicate proficiency level, example - conversational)*
- Laboratory skills
- Other skills relevant to your major

**REFERENCES** *(optional)*

- Available upon request or Enclosed