

RESUMES

A resume is a brief summary of your qualifications, education, and experiences relevant to your job search objective. The purpose of a resume is to obtain an interview. Employers will spend less than 30 seconds reviewing your resume; therefore, the information must be conveyed in a clear, well-organized style. The sections of a resume are listed below.

Your Name
Email address
Phone number

Current Address
Web page and/or LinkedIn address (if pertinent)

Permanent Address (optional)

Objective

This section is optional. The objective can include the specific position you are seeking, skills you wish to use on the job, field or organization type by which you wish to be employed, or a combination of all of the above.

Education

This section should include:

- Name of the degree-granting institutions; List most recent first.
- Degree received and major
- Graduation date or projected graduation date, or dates of attendance if a degree was not completed
- Overseas academic experience

Optional:

- Any minors, specialization or focus areas
- Courses relevant to the position for which you are applying
- Honors and GPA (if they are a strong selling point). Indicate GPA based on a 4.0 scale.
- Senior research/honors thesis title and brief description
- Freshmen and sophomores can include high school

Experience

List most recent experience first. You should include:

- Title of the position
- Name of the organization and location (city and state)
- Dates, including month and year
- Descriptions of responsibilities beginning with action verbs (avoid phrases such as "duties included")
- Believable, verifiable accomplishments
- Paid jobs, internships, volunteer community service, academic/extracurricular projects involving teamwork or leadership, special academic research or honors projects
- You may choose to divide your experience into two or more sections. Possible section headers might include Research Experience, Teaching Experience, Leadership Experience or Volunteer Experience

Additional Information

This section could include computer skills, languages, volunteer work, sports, and interests. If one of these areas is relevant to the job, however, you may choose to put it in the "Experience" section. You may also choose to use more specific

Sample Objectives

- A position as an editorial assistant.
- Electrical engineering internship.
- To obtain a position in finance.
- A program coordinator position working with youth.
- Seeking a position in museum administration requiring strong writing skills and a background in art history.
- To apply decision and systems analysis to strategic planning in the telecommunications industry.

Descriptions by organization abcMCIID 4468 T1.25 Td(•)TjEM

TIPS FOR CREATING A SUCCESSFUL RESUME

Do's

- Do design your descriptions to focus on your accomplishments, using action verbs to clearly indicate the skills you've used. See Sample Action Verb list on the next page.
- Do try quantifying results in your descriptions, such as "Created marketing campaign that increased club membership by 25%."
- Do keep your resume brief enough to fit on one page (or two pages if your experience is extensive).
- Do print your resume on good quality bond paper, either white or conservative tones. If printed on plain computer paper, copy onto good quality bond paper.
- Do accompany your resume with a cover letter in most cases.
- Do have others look over your resume for content and grammar. Career Counselors are available at the career center to critique your resume.

Don'ts

- Don't make your margins and font size too small: margins no smaller than one inch and font size no smaller than 10 point.
- Don't include personal pronouns (e.g. I, me, we).
- Don't include personal information, physical characteristics, or photographs on your resume. However, individuals from other countries may include these on their resumes.
- Don't include the last line: "References available upon request" (see Sample Reference List on page 45).

Other Tips

- It is more appropriate for freshmen and sophomores to include high school experiences. However, important high school experiences that have some relevance to your job objective may be appropriate for upper classmen.
- For International Students it is sometimes a disadvantage to include your non-immigrant visa status or permanent address (if outside the U.S.) on your resume. Usually your visa status should be discussed later during the interview. If you have obtained permanent residency or U.S. citizenship, it might be to your advantage to list the information on your resume.

RESUME FORMATS

There is no single way to format your resume. The format you choose should present your strengths clearly. See sample formats and layouts on pages 30 - 43.

Chronological Format

This format is most familiar to employers and most commonly used by Stanford students. This style of resume presents your experience and education in reverse chronological sequence, starting with the most recent. Date, job title, organization's name, location and a description of your activities are listed as part of

the experience section. This format is simple, straightforward, and especially useful for anyone with a history of directly relevant experience.

Functional/Skills Format

This format focuses on areas of skill and can be effective in conveying your strengths to an employer, although many employers are not as familiar with this format as with the chronological or combination format. This style of resume draws attention to accomplishments and highlights your skills by function rather than your work experience and is more commonly used by people with very little formal work experience or are returning to the workplace after being away or otherwise involved.

Combination Format

This format is appropriate when you have relevant work experience for each of several skill areas and combines both the chronological and functional formats. This style allows you to group Formsection. This format iamats. T 0.5 (Fo1 Tf-0.05e.18 585.39045up)TI/3cn 1 T

SAMPLE ACTION VERBS LISTED BY FUNCTIONAL SKILL AREA

COMMUNICATION

Aided
 Advised
 Arbitrated
 Clarified
 Co-authored
 Collaborated
 Consulted
 Coordinated
 Counseled
 Defined
 Enlisted
 Formulated
 Influenced
 Informed
 Inspired
 Interpreted
 Interviewed
 Mediated
 Merged
 Negotiated
 Promoted
 Publicized
 Recommended
 Represented
 Resolved
 Suggested

CREATIVE

Acted
 Abstracted
 Adapted
 Composed
 Conceptualized
 Created
 Designed
 Developed
 Directed
 Drew
 Fashioned
 Generated
 Illustrated
 Imagined
 Improvised
 Examined
 Tested

Performed
 Planned
 Problem solved
 Shaped
 Synthesized
 Visualized
 Wrote

DETAIL ORIENTED

Analyzed
 Approved
 Arranged
 Classified
 Collated
 Compared
 Compiled
 Documented
 Enforced
 Followed through
 Met deadlines
 Prepared
 Processed
 Recorded
 Retrieved
 Set priorities
 Systemized
 Tabulated

MANUAL SKILLS

Arranged
 Assembled
 Bound
 Built
 Checked
 Classified
 Constructed
 Controlled
 Cut
 Designed
 Developed
 Drove
 Handled
 Installed
 Invented
 Maintained
 Monitored
 Prepared
 Operated
 Repaired
 Tested

PROVIDING SERVICE

Advised
 Attended
 Cared

ORGANIZING

Achieved
 Assigned
 Consulted
 Contracted
 Controlled
 Coordinated
 Decided
 Delegated
 Developed
 Established
 Evaluated
 Negotiated
 Organized
 Planned
 Prepared
 Prioritized
 Produced
 Recommended
 Reported

LEADERSHIP

Administered
 Chaired
 Convinced
 Directed
 Examined
 Executed
 Expanded
 Facilitated

Discovered
 Evaluated
 Examined
 Experimented
 Extrapolated
 Gathered
 Identified
 Inspected
 Investigated
 Monitored
 Proved
 Reviewed
 Surveyed
 Tested

TECHNICAL

Assembled
 Built
 Calculated
 Computed
 Designed
 Engineered
 Fabricated
 Maintained
 Operated
 Programmed
 Remodeled
 Repaired
 Solved

SAMPLE COMBINATION RESUME

A large empty rectangular box with a gold border, containing three horizontal lines for text input.