

Resume Do's, Don'ts & Dilemmas

1. What is a resume?

A carefully written concise summary of relevant information about your education, experience, skills, qualifications and knowledge as it relates to the position for which you are applying.

2. What's the reason for having a resume?

It's a marketing tool whose primary purpose is to get you an interview!
It summarizes your related background and helps to structure the interview.
In addition, it provides a sample of your organizational and communication skills.

3. What components are essential?

Identifying Information Education
Objective Experience

4. Are there optional elements?

If it applies:

Research	Conference Presentations	Computer Skills
Publications	Honors	Language Skills
Certifications	Community Service	<u>Professional Memberships</u>
Leadership		

Identifying Information

Name in 14-16 point font

Address, phone, email address (10 point)

Avoid funky outgoing voice messages and email addresses. This is business.

Objective

Ideally has 3 parts: Position, Field/Environment, Skills or Characteristics

Example: To obtain a position as a Case Manager working with a minority population requiring experience in counseling, assessment, detailed documentation and outstanding interpersonal skills.

For additional assistance http://www.career.usf.edu/PDFs/Resume_Obj_brochure.pdf

Education

Put degrees in reverse chronological order

Type **degree** with major i.e. **Master of Public Health with a concentration in ...**

Full name of University: University of South Florida, Tampa, FL

Date of degree (not yrs attended): May 2009

Work Experience

Position Title, Employer, City, ST

mm/yy - mm/yy

- Action Verb with accomplishment/result/benefit & quantify if possible
- Present tense verbs for current positions, past tense for previous ones
- List from most to least significant to show the range of skills
- Use the strongest verb that is accurate for these 3 – 5 phrases
- Keep to one liners if possible so language must be concise but not so short that you fail to convey to the reader what you did
- No end punctuation

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Formatting Tips

Do:

- 1-2 pages (2 pages is appropriate for Masters with good experience)
- Be sure your name and page number is on the second page
- Ease of reading and logical flow is important
- Use white space to make text stand out, at least 1 inch margins
- Use ONE serif font: Times New Roman/Ariel
- Consider putting headings in 12 point font, all CAPS, perhaps **BOLD** as well
- Centering Headings can help with space efficiency
- Keep info in chronological order within each heading
- Use key words relevant to the position/field
- Quantify accomplishments/results if possible
- Remaining text could be 10 point
- Use underlining with discretion
- Be consistent in formatting i.e. the abbreviation for Florida as FL not FI, fla
- Tailor the objective for each position and modify info to better fit the objective if necessary
- Use integers for dates (mm/yy) w/o leading zeros
- Check and recheck spelling and grammar
- Maintain punctuation and capitalization standards
- Use good quality, neutral color paper and matching envelopes
- Use a laser printer

Avoid:

- Unusual email addresses and funky out going messages on your phone
- Crowding the page
- Italics unless it is customary i.e. Scientific flora & fauna
- Abbreviations
- Parenthesis
- Colors and different style fonts unless this is a marketing position
- Horizontal lines
- "I" statements by using phrases
- Information that does not support KSA's for the position
- Characters that are busy (wing dings)
- Exaggerate job titles, accomplishments or anything else! Everything should be verifiable or you lose credibility!

Dilemmas:

- Deciding the order of headings
- Affiliations/memberships that identify religious, ethnic or political groups
- Justifying text may or may not be helpful
- GPA

References:

- These go on a separate page set up with your identifying info at the top
- Put in descending order of strength

Resumes for Federal Government Positions:

- Special considerations abound
- The Student's Federal Career Guide: 10 Steps to Find and Win Top Government Jobs and Internships by Kathryn Troutman & Emily K Troutman, includes CD rom
- Making the Difference website at <http://www.makingthedifference.org/index.shtml>