Resume Writing Guide

With a basic understanding of format, you can begin to organize your skills and experiences. Here are a few examples of section headings and information to include-

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Contact Information: Name and address displayed clearly at the top of the page. Remember to use your full name (William vs. Bill). List your phone number with area code, as well as a professional email address (I.E. Your.Name@gmail.com).

Objective/Professional Summary: For an objective: write a focused, precise statement identifying the position you are applying for, or career field you are seeking employment. For a professional summary: write a short, bulleted list of your professional qualifications.

Education: List your most recent degree or educational experience first. Include month and year of graduation, or number of credits you earned if you transferred. Include the city and state of the institution. List your major, minor, and GPA if it is over 3.0. Ex:

Bachelor of Science: Business, *Anticipated May 2017*

Keystone College, La Plume, PA

Cumulative GPA: 3.75/4.0

***Remember to omit high school information, as it is implied by your college experience.

Employment: Organizing your work experience comes with some flexibility. You can create separate section headings such as Work Experience, Related Experience, Additional Experience, etc. Organize each section in reverse chronological order, listing the employer, dates of employment, the employer's location, and your job title. Following each position, you should explain your responsibilities in clear, concise bulleted statements using strong action verbs. Ex:

Company name, City, State

Job Title   (12/2012-12/2014)

- Provided general office support by filing, faxing, mailing, and record keeping
- Offered superior customer service when addressing customer inquires

Volunteer Experience/Campus Activities/Community Service: It is important to include your experiences outside of classes and work. Not only will it show employers that you will likely be a more involved employee, but it also helps to highlight your skills. Format this section in the same way as your employment section(s). Should you have significant experience in one area, you may consider creating a separate section for it.

Honors/Awards: List any honors or awards you have received, academic or otherwise. Be sure to include the name of the awarding organization as well as the date it was received.

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Once you have completed your resume, call, email, or stop by the Career Development Center to have it reviewed by a career counselor.

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In the increasingly competitive job market, it is vital to have the most professional, effective resume possible. But before you begin to work on layout and word choice, it is necessary to understand the importance of a resume.

Marketing Tool: A resume is the ultimate marketing tool. Not only is it required to apply to any type of position, but it also serves as an opportunity to "sell" your skills, experience, and qualifications to an employer.

First Impression: Before an employer meets you, their only impression of you is from your resume. If your resume is sloppy, poorly formatted, or contains misspellings or factual inaccuracies, you are sending a poor first impression. Your resume should present the best possible image of your skills and capabilities.

To best represent all you have to offer, decide which style will work best for you:

Chronological: Emphasizes work history in reverse chronological order (most recent to least recent). This format can help highlight relevant experience but may reveal inconsistent work history.

Functional: Emphasizes your skills rather than prior positions. This is especially helpful if your experience is not directly related to the field in which you are applying.

*a combination of both styles is also an option

Once you determine which style you prefer, follow these standard formatting guidelines:

- Simple 10-12 pt. font for body
- 12-14 pt. for section headings
- 16-18 pt. for your name
- Maintain .05''-1''. margins
- Use black text only, no graphics
- No sentences - rather bulleted statements
- Use bold, italics, and underlining for emphasis
- No personal information (SSN, DOB, height, weight, marital status, photo, etc.)
- Use a professional email address- school email or your_name@yahoo.com
- No high school information
- Use action verbs
- Keep format clean and visually appealing

***Never** use a template to format your resume, **always** keep spacing and fonts consistent

Keystone College
Career Development Center