

# Write a Resume

## FIVE

Steps to Developing a Resume

### 1. Analyze the job description for skills and abilities

Read through the description and highlight the required skills, attributes and qualifications

### 2. Create a list of accomplishments

Include education/training, volunteer opportunities, jobs, projects, school assignments, travel and group/team activities. Describe in detail what you did, why you did it, who you did it with, what equipment you used and what happened. Quantify your results, if possible, and use commonly understood terminology. Identify the personal strengths and skills that you used to achieve your accomplishments. Don't be humble.

### 3. Analyze experiences for relevant skill areas

Reflect upon your past and current experiences to identify your skills.

### 4. Write descriptive phrases

Using action verbs (available at the Career Center), write short phrases to describe what you did that illustrates each skill. Be concise and specific. Arrange the descriptive phrases in order of relevance to the position for which you are applying.

### 5. Choose the appropriate format

Decide whether you want to list your experiences in a reverse chronological sequence, starting with the most recent, or by skills/function, highlighting skills, knowledge, and abilities relevant to the position.

### keep in mind...

The average employer takes less than 30 seconds to evaluate a resume

Resumes tailored to a specific position for which you are applying stand out the most

### Resume DO and DON'T List

#### Do

- Use good quality (at least 20 lb.) bond paper
- Use a readable font and print on a laser printer
- Be specific in your objective, if you use one
- Emphasize results produced, significant achievements, recognition from others
- Quantify accomplishments when possible and use specific examples
- Check the spelling of every word; make sure grammar and punctuation are correct
- Have a career counselor proofread your resume
- Begin phrases with action verbs such as "developed"
- Be truthful about your accomplishments
- Keep your resume to one page

#### Don't

- Begin phrases with "I" or use complete sentences
- Include personal information such as marital status, social security number, or age
- Use flashy graphics or colored paper
- Mention controversial activities or associations
- List unrelated, detailed duties such as "opened mail" or "filed documents"
- Exaggerate your experience
- Use abbreviations
- Have a vague objective

## Resume Components

### Contact Info

Name, address, e-mail address and phone number should be at the top of the page.

### Education

Name of school, major, degree received, and graduation date (or projected graduation date).

### Objective

A specific description of the type of position desired.

### Experience

Paid, volunteer or internship. Emphasize duties, responsibilities, skills, abilities and accomplishments. Include the job title, employing organization, and dates of employment.

### Additional Categories

You may want to include skills (technical, language, etc.), activities (school, volunteer, and community), honors, and research.

## THINK ABOUT THIS

Put your email address as a means to contact you, but make it as basic as possible, containing only your name. Leave off the BballStud@gmail.com and use something like EJohnson@uci.edu. A basic name looks more professional and employers will take your interest in the job more seriously.

<p><b>Amy Thompson</b>          2121 Wilson Dr.          Costa Mesa, CA 92704          949-644-0000          athompson@uci.edu</p>																			
<b>OBJECTIVE</b>	Seeking an internship in the field of banking with special interest in branch management																		
<b>EDUCATION</b>	<b>University of California, Irvine</b> B.A., Social Ecology, June 2006 Dean's Honor List, 5 quarters; GPA 3.1																		
<b>COMPUTER SKILLS</b>	PC and Apple Systems, Windows, MS DOS, Microsoft Word, Excel, Internet																		
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## More Resume Help

- ✓ Resume and Cover Letter Writing online workshop at [www.career.uci.edu](http://www.career.uci.edu)
- ✓ RSVP for a How to Write a Resume workshop at the Career Center
- ✓ Get your resume critiqued during Take 10, our drop-in consultation hours.