

RESUMES 101

Creating a resume for the first time can be a daunting task. Here is some basic information about resumes along with suggestions from career counselors. After all, your resume is your first impression. Make it count!

Header

The most important information on your resume should be at the top of the page. What could be more important than your name and contact info?

Create a heading that looks appealing and sets you apart from other applicants. Make your name big enough that it is obvious whose resume it is. Be sure to include your contact information as well.

NOTE: This also a great time to make sure your email address and voicemail greeting are professional.

Virginia Dare

VDare@mymail.com

Phone

Mailing Address

Education

For most college students and recent graduates, education will be the first section on their resumes. Content for this section includes:

- *Where have you studied?* A list of universities, colleges, and/or vocational schools from which you have (or will) graduate. High school education is generally NOT included here.
- *What did you study?* For each school, list the degree/certificate obtained (or pursuing),

your major/field of study, and your graduation date.

- *Highlights.* Also consider listing your GPA (major and accumulative), educational honors, scholarships, clubs, relevant coursework, etc.

EDUCATION

BA in Communications

May 2015

Dixie State University

St. George, UT

- 3.5 GPA
- Member of DSUSA

Experience

The bulk of your resume should focus on your experience and the skills, knowledge, and accomplishments that you have to offer a prospective employer. In this section, consider the following:

- *Include basic info.* List your position title, the name of the organization, the geographic location, and the dates worked for each entry.
- *What did you do?* Highlight relevant and transferable information regarding your previous experience, not just the typical job duties and responsibilities. Show the employer the value you have added to other organizations.
- *Showcase your skills.* Use bullet points to describe what you bring to the table. Start each bullet with a different action verb. By varying the verbs you show the employer that you have a broad range of skills to offer.

- *Quantity.* Talk about your accomplishments with numbers, percentages, etc... rather than just words to help the employer visualize what you have actually done. Provide specific, measureable, functional, realistic, and time-based examples of what you can and have accomplished through your previous experience.
- *Be brief.* In general, 2 to 6 bullet points is adequate for each experience. List the bullets in order from most importance/relevant to least.

EXPERIENCE

Early-Morning Custodian

April 2014 – Current

Holland Building (DSU)

St. George, UT

- Train 6 new custodians in handling chemicals
- Implemented new tracking system of material use
- Arrive promptly for each shift despite 4am start time

Remember, ANYTHING can be experience. Don't limit yourself to paid jobs. Think about volunteer positions, internships, and other experiences where you have gained skills that will make you a better employee.

Ultimately, it's up to you!

Use your best judgement when creating a resume. Specifically follow or diverge from basic resume principles to convey your qualifications in the most clean and precise manner possible.