

RESUME GUIDE

Your resume is a summary of your qualifications for a specific job or internship. The main goal of a resume is to generate interviews with employers. Use your resume to highlight your relevant skills and accomplishments.

To view additional job search information online, visit the Career Services website at www.sandiego.edu/careers and select *Resumes and Interview Preparation* in the *Students* section.

Make sure your voicemail greeting is professional.

Feature your achievements from the most relevant experiences.

Focus on skills the employer is seeking.

Activities and service provide a fuller picture of you as a candidate.

YOUR NAME	
Address Phone Email Address	
<hr/>	
EDUCATION	
University of San Diego	San Diego, CA
Degree and Major	Expected graduation date
Include minor and study abroad	
List overall and/or major grade point average if 3.0 or above	
Be selective in listing academic honors	
EXPERIENCE	
<u>Job Title</u>	Dates of employment
ORGANIZATION	City, State
<ul style="list-style-type: none"> Describe your achievements here, starting with active verbs. Make your descriptions energetic and relatively short. Present the most significant responsibilities first. 	
<u>Job Title</u>	Dates of employment
ORGANIZATION	City, State
<ul style="list-style-type: none"> Bullet format is preferred by many employers. Focus on results, skills, leadership, initiative and teamwork. 	
SKILLS	
Include foreign language skills.	
Emphasize computer software programs.	
Avoid listing general skills (like communication skills) but include skills specific to your field, like laboratory skills.	
OTHER HEADINGS	
Include one or two additional headings that highlight your accomplishments or leadership positions. These sections might include:	
ACTIVITIES ATHLETICS COMMUNITY SERVICE HONORS INTERESTS LEADERSHIP PROFESSIONAL ORGANIZATIONS	

Use an email address that conveys professionalism.

Increase visual impact through selective use of bold, underlining, and capitalization.

Spell check and review your resume carefully for errors.

Limit your resume to one page. Use a common font like Arial or Times New Roman.

Resume Checklist

Employers may spend less than a minute evaluating your resume. They prefer resumes that are easy to read and created in a familiar format. Use the following guidelines as you create or edit your resume.

FORMAT

- **Templates:** Avoid resume wizards and resume software templates. They are difficult to edit and do not allow you to present information in the most effective format.
- **Length:** For college students and recent college graduates, use a one-page resume.
- **Font:** Choose a basic, easy-to-read font such as Times New Roman, Arial or Helvetica in 10-12 point size. Use black font color.
- **Paper:** To print, use 8 ½" x 11" resume-quality paper in a light color such as white or off-white. Use matching paper for a cover letter.
- **Spacing:** Margins of 0.7 to 1 inch and double-spacing between headings improves readability.
- **Layout:** Use bullets, bold, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space to create an uncluttered look.
- **Reverse Chronological Order:** Present most recent information first.
- **Professionalism:** Eliminate all errors by using spell check first, and then by asking several other people to proofread.
- **Document Title:** Use your name in the document title when emailing your resume as an attachment. Example: Tom.Torero.doc

CONTENT

- **Image:** Decide what overall impression you want your resume to communicate. Does it show that you are a leader, a team player, an artist, an innovator, a salesperson, or something else?
- **Style:** Start phrases with action verbs to convey enthusiasm and achievement. Sample verbs include: *Advised, Analyzed, Assisted, Coordinated, Created, Developed, Evaluated, Guided, Handled, Implemented, Increased, Led, Maintained, Managed, Organized, Performed, Planned, Presented, Processed, Researched, Served, Sold, Taught, Trained, Wrote*. See handout entitled "Resume Action Verbs" for more ideas.
- **Objective:** Using an objective is optional. If you include an objective, make it brief and specific to a particular job or career field.
- **Summary of Qualifications:** A candidate with significant experience in a career field may choose to start a resume with a brief overview of professional skills. This section is less appropriate for new college graduates.
- **Section Headings:** Group your experience to reflect your strengths. Common headings include:

EDUCATION	ACTIVITIES or LEADERSHIP EXPERIENCE
EXPERIENCE	COMMUNITY SERVICE
SKILLS	ATHLETICS
INTERESTS	PROFESSIONAL AFFILIATIONS
- **High School:** Remove high school information by the end of your junior year of college.
- **References:** List your references on a separate page: see handout entitled "Reference Lists for the Job Search."
- **Cautions:** Never reveal confidential data on your resume such as your social security number or date of birth. Do not list a personal website if it includes any nonprofessional content.