

Writing Your Résumé Draft:

Compiled by Susan Hyde-Wick, Career Counselor, Waterbury UCONN

4/12

Your resume will be one of your most important job search tools. It should include relevant information that highlights your skills, experience, and education. A well-written resume introduces you to prospective employers, links your qualifications with the requirements of the position, and demonstrates your ability to present information in an organized and attractive manner. There are different types of resumes, including chronological, functional (organized by skills), and hybrids, or a combination, so no single resume format is the “correct” style. You may need to write a few drafts before producing your final resume. Take your time, and allow others to review it. See Susan Hyde-Wick for assistance: www.advapp.uconn.edu

Creating your first draft

- Open a blank document in Word. DO NOT USE A RESUME TEMPLATE. Using a preformatted version will limit your ability to make changes.
- Do not worry about length in the beginning. Once you have everything out there, it is easier to decide how to group descriptions and determine relevance.
- Although resumes may break some of the rules of grammar (incomplete sentences, omitting periods), it should be clear and easy to read.
- Do not use personal pronouns (I, me, we).
- Check out samples in the “Job Search” packet.

Contact Information / Heading

- Full name, address, phone number, and e-mail address.
- Highlight your name by using a bold typeface.
- Include the address where the employer will most likely be able to contact you. You can use two addresses (current and permanent) if you want to highlight a certain location or will be moving in the middle of your job search.
- Most resumes list both home and cell phone, but if you list your cell, consider where and when you answer it. The last thing you want to do is answer at happy hour.
- Make sure your e-mail address is professional: (reconsider slickchick@gmail.com).

OBJECTIVE

- Be specific, clear, and direct. Tell the employer the position you are applying for and highlight any skills you have that match the position.
- Your objective should change for each position for which you are applying.
- An objective is not required on a resume, but is highly recommended. It focuses the employer on what you are trying to accomplish with the resume.
- Focus on the skills and experiences you bring to the employer, not on the skills and experiences you are hoping to acquire.
- For career fairs your objective can be broad but give some direction re: goals.
- Starting your objective with “To obtain” is redundant.

PROFILE

- More experienced candidates may want to develop a summary section.
- This section highlights your most relevant experiences that match the position requirements. Bullet points are effective, **but each item must be substantiated by material in your resume.**

EDUCATION

- Your education is probably your strongest selling point; therefore, put it first. Job seekers with substantial full-time experience may choose to highlight their work experience first.
- Consider a clear presentation of your education:
UNIVERSITY OF CONNECTICUT, Waterbury, CT
Bachelor of Science in _____, expected May 2013
- Include any academic awards you may have achieved (for example, Dean's List).
- Include your GPA if over 3.00/4.00.
- Include any study abroad experience.
- Begin with your most recent degree first.
- Your high school information can be included if it is closely related to your objective and you have **graduated fairly recently**. Otherwise, you should omit your high school education, awards, as well as club-related activities.

RELATED COURSES/PROJECTS

- You can create a "Related Courses" section, if your resume is for an internship or if you don't have any related experience
- For Related Projects, write a brief description: a few abbreviated sentences focusing on a team-related presentation you might have done in a particular course or a community-related project.

RELATED EXPERIENCE: (Jobs, Internships, Leadership, Volunteer, Community Service Activities)

- If related to your objective, this can include full-time positions, summer jobs, internships, community service, work-study, membership in clubs or organizations, or leadership positions. Create this section with the desire of highlighting the skills and experiences you have that make you an excellent candidate.
- Your description of the position should be active: Use action verbs to describe skills you have and what you accomplished. Please use the list of action verbs at the bottom of this document or an additional list in the pink Job Search packet.
- Current positions should be described with **verbs in the present tense**. Use "teach" instead of "teaching". If the experience is over, the verb should be in **past tense**.
- Use a variety of verbs to avoid repeating the same word over and over.
- Consider an easy-to-read format, for example:

UNIVERSITY OF CONNECTICUT, Waterbury, CT

Career Counselor, 2007 – present

- Assist students with creating resumes.
- Conduct workshops on effective job search techniques.

OTHER EMPLOYMENT: for experience not related to your objective.

PROFESSIONAL DEVELOPMENT

- If you have engaged in professional development opportunities or are a member of a national organization, list it in this section.
- This may include a national association membership, presenting at or attending a conference or workshop.

SKILLS

- Highlight your skills, including computers and languages.
- List the computer programs you know. Instead of “Microsoft Office”, expand you list to include “Microsoft Word, Excel, PowerPoint, and Publisher.”
- Do not exaggerate language skills. Use adjectives, such as bilingual, fluent, or conversational, to make your level of understanding clear. The last thing you want to happen is for an interviewer to ask a relatively simple question in, for example, Spanish, and you are not able to respond.
- If you have special skills or certifications you can list them here.

ACTIVITIES (Can be Community or Leadership, if not listed under RELATED EXPERIENCE)

- Highlight activities that demonstrate leadership, teamwork, and /or civic involvement.
- Try not to include high school unless it is related to your objective and recent.

Overall Professional Appearance

- Resumes should be printed on a quality printer on bond paper.
- Check your spelling several times. It must be PERFECT.
- Spell-check does not catch misspellings in ALL CAPS – so check ALL CAPS carefully.
- The font should be easy to read and should not be small than 10 point.
- Use **bold**, *italics*, underlining, ALL CAPS, to highlight important aspects.
- You must be consistent throughout your resume, for example if you bold the name of one employer, you must bold the name of all employers.
- One inch margins are recommended on your resume. Although other margins are acceptable, “white space” assists the reader in examining your resume.

About E-resumes: Successful scannable résumés require slightly different strategies:

- Focus on **nouns, not verbs**. Searches are done by key words and phrases that describe the skills and core work required for each job.
For example, “Supervised several staff” or “**Manager** of several staff”? Manager will stand out, where as supervised might be skipped over.
- Use **keywords**, also called buzzwords, an extension of the noun concept. Keywords are “industry jargon” employers use. Place the most important keywords towards the beginning of your resume. For example: “client”?” customer”? or “claimant”?
- Keep the design **simple**. Computers like white space, indicating where one topic ended and another has begun.
- Use a **simple font**, size 10-12; Times New Roman or Arial is safe.
- Highlight areas with asterisks and use **capital letters** instead of underlining.
- If using bullets, **make sure to insert a space between each bullet and text** so that the bullet doesn't interfere with a keyword search.
- Minimize use of abbreviations
- Use common language as not all systems have a synonym table. Do, however, maximize the use of industry jargon.

Reminder: Have your resume critiqued!

- Once you have completed your resume, make an appointment with Susan to review it with you. www.advapp.uconn.edu
- Hours: Monday 1:00-4:30; Tuesday, Wednesday 8:30-5:00; Thursdays 9:00-5:45

Action Verb List

<p>Administrative</p> <p>approved arranged cataloged classified collated compiled documented inspected monitored operated organized prepared prioritized purchased recorded resolved restored retrieved screened spearheaded specified systematized tabulated transformed word processed</p>	<p>Communication</p> <p>aided addressed advised appraised arranged arbitrated authored clarified conferred consulted contributed convinced cooperated coordinated corresponded counseled debated defined directed drafted edited enlisted explained expressed</p>	<p>Communication</p> <p>formulated helped influenced informed inspired interpreted interviewed lectured mediated merged moderated negotiated participated persuaded promoted recruited represented spoke suggested unified verbalized wrote</p>	<p>Teaching</p> <p>adapted advised clarified coached coordinated explained guided informed instructed trained</p>	<p>Financial</p> <p>administered allocated analyzed appraised audited balanced budgeted calculated computed developed figured forecasted maintained managed marketed prepared projected tracked</p>
<p>Helping</p> <p>advised aided arbitrated assessed assisted attended cared carried out clarified coached coordinated counseled diagnosed delivered demonstrated educated empathized facilitated furnished mentored referred related provided served</p>	<p>Management</p> <p>achieved administered analyzed assigned chaired consolidated consulted contracted controlled coordinated decided delegated developed directed established evaluated implemented improved initiated lead</p>	<p>Research</p> <p>calculated cataloged clarified collected computed correlated critiqued diagnosed discovered evaluated examined experimented extrapolated gathered identified inspected investigated monitored observed organized</p>	<p>Creative</p> <p>acted abstracted adapted composed conceptualized created customized designed developed directed fashioned founded generated illustrated imagined improvised innovated integrated initiated invented originated painted performed problem solved revitalized shaped synthesized visualized</p>	<p>Technical</p> <p>assembled calculated computed designed engineered installed maintained operated overhauled programmed remodeled repaired solved upgraded</p>

YOUR NAME

Your Address

City, State, Zip Code

Telephone Number including area code

Include e-mail address (Make sure it is professional)

OBJECTIVE What position are you seeking? Be specific, brief, and employer-focused.

EDUCATION **NAME OF COLLEGE, City, State**
Title of Degree and date (month & year) year expected or awarded.
Grades and/or academic honors may be included if they are outstanding.
Include GPA if over 3.0/4.0. The experienced candidate may choose to put
the education section after experience.

COURSE PROJECTS* Highlight **related** course projects or any presentations you were
required to complete. Include whether you worked as a part of a team.

RELATED EXPERIENCE **NAME OF ORGANIZATION/EMPLOYER, City, State.**
Title, Dates of experience, (years only or month & year only).
or List your experiences starting with the most recent and working backwards.
EMPLOYMENT Provide a brief description of each experience using action verbs:.

- Focus on your accomplishments and what you did.
- Try to be as results oriented as possible.
- Continue to list your experiences.

Experience may include jobs, internships, activities, and volunteer work—
basically any experience that will help to “sell” you for the type of position
you are seeking.

SKILLS Highlight special skills you offer. These may include computer and/or
technical skills. Foreign language skills would also be included here.

LEADERSHIP ACTIVITIES Highlight activities that demonstrate leadership, teamwork, and/or civic
involvement.

Additional Comments:

- Generally, resumes should be limited to one page.
- Resumes should be printed on quality bond paper (white or off-white) with a quality printer.
- Proofread – the resume must be perfect.
- Do not include personal information.

*RELATED COURSES MAY PRECEDE THIS IF YOU HAVE NO HANDS-ON EXPERIENCE
OR NO RELATED PROJECTS.