

Résumé Writing Guide

Your résumé is a selling tool that showcases your skills, accomplishments, experiences, and education in order for you to secure interviews with prospective employers. It is a representation of both you and your work.

All résumés should include the following basic elements:

LENGTH	Limit résumés to one page if possible. Extensive work experience, technical skills, or education may need a two-page résumé. If a résumé is longer than one page, make sure to list key skills and selling points on the first page.
CONTACT INFO	Your name, address, telephone number, and e-mail address should appear at top of the page. Type your name in capital letters, or set in bold type, or a larger font.
OBJECTIVE	Start your résumé with a statement of your employment objective in one sentence. Make sure that your objective is not too narrow or too broad. Name the position you want along with two or three of your top skills.
TITLES & DATES	Identify company name, position title, and the dates of your previous positions. If a company has changed its name due to reorganization, use only the current name. Make sure dates line up and are easy to follow. If you have had several job changes, be sure to state the reason for leaving.
CONTENT	Emphasize results and achievements, not job duties. Indicate how well you performed, and incorporate numbers wherever possible. Bullet points work best for listing job-based achievements.
SALARY	Never list past, current, or expected earnings. You may be rejected because you make too much money (appearing overqualified), or you may be offered too little money based on past earnings (appearing under-qualified).
EDUCATION	Be brief and concise: include degree earned, schools attended, year graduated, major, and any honors.
REFERENCES	Modern résumé formats do not include employment references. References are needed by the employer after you have been interviewed and there is interest in extending an offer of employment. Have a separate list of references available.
PERSONAL INFO	Do not include such personal information as age, height, weight, health, marital status, or a photo. Such information is not considered to be job relevant.

A RÉSUMÉ'S EFFECTIVENESS IS BASED ON YOUR JOB OBJECTIVE

Chronological Résumé: Use the chronological résumé if you easily meet the advertised skill, experience, and education requirements. This format is best suited for single-industry or single-function careers.

Functional Résumé: Use the functional résumé if you are a new graduate or are changing fields or industries. This format is best suited for multi-industry or multi-function careers (different industries and functions/skills), when there are no gaps in employment history.