

A resume is, in many cases, an employer's first introduction to you. With this in mind here are a few guidelines to make the best first impression and some examples to review.

## Where Can I Get Help?

There are many resources available to you. First, attend a workshop on resume writing to get started. You can drop by the Career Services office to review our [Resume Examples](#) binders and have your rough draft critiqued. Feel free to schedule a time to work on your resume in our resume lab (advanced sign-up required). Obtain a resume writing worksheet from our office or homepage to begin putting your thoughts down on paper.

## What Is A Resume?

A resume's purpose is to persuade an employer to interview you by demonstrating how you are qualified for a certain type of work. It will also serve as an outline during the interview and a reminder after the interview. It is not a long list of everything you have ever accomplished nor is it a fact sheet of your history. It should contain carefully selected and organized information that shows how your past experiences are related to your future job target or goals.

## Planning Your Resume

The most effective resume is generally targeted toward a specific career field. Therefore, it is important that you are able to narrow down your job search. You will want to take

inventory of your skills, values, interests, abilities, and achievements. Ask yourself "What kinds of careers should I be considering with the background, interests and abilities I possess?" If you are having trouble answering this question, we have many ways to assist you - drop by or make an appointment with a career counselor to begin. Once you have a target field in mind, you'll want to research qualifications for which those employers seek. This will help you determine what areas on your resume to emphasize. Finally, analyze your past experiences to determine in what ways you have demonstrated some or most of the desired qualifications. You may have significant, related experience but don't automatically discount those "McJobs" you've had - waitress, office assistant, production worker, etc. You have probably gained valuable and marketable experience from each job you've held.

## Resume Format

The format of your resume should emphasize the strengths and abilities relevant to the position for which you are applying. Consider the following points:

Length - a resume is typically one page long unless you have extended experience within your field.

Appearance - your resume is a reflection of you. If your resume is sloppy, unorganized, and contains spelling errors, it will reflect poorly on your work habits. Proofread your resume many times; have a friend proofread it and bring it to Career Services for critique. There are also many dif-

ferent formats of resumes you could choose - this handout will focus on three (Experience Approach, Skills Approach, and Combination).

## Printing

We strongly recommend laser printing your resume. Using ink printers could result in "bleeding" of the letters and a less-than-crisp look. Typewriting is unacceptable in this age of computers. The Career Services office offers a *Resume Package* whereby you can develop and print your resume from our computer and laser printers. Some office supply stores also have similar services but be wary of exorbitant fees. You can also copy your resume on a very high-quality copier (this does not include most copiers on campus). Your paper should be a high quality bond and a neutral color (consider off-white, ivory, grey, etc.) Black ink is traditional; if you select another color, be sure it coordinates with your paper color. Your cover letter and envelope should match.

## Possible Categories

There are many categories you could use to organize your resume - you must choose the categories that best fit your major strengths and individuality. These can include: contact information, objective, education, related experience, additional experience, honors/awards, activities, computer skills, travel experience, special skills, language skills, lab experience, references, etc. You are only limited by your creativity. Remember - what will market what you have to offer in the best possible way?!

## SKILLS RESUME EXAMPLE

A skills-approach resume organizes experience by listing jobs under broad skill headings. This highlights skills and is easy to follow.

### Best to use when:

- job titles and experience are not directly related to career goals
- applying for different positions requiring the same skills
- your job titles are impressive but not directly related to your career goals
- you want to change careers and show how your past experience/skills in an unrelated area will transfer to a new job

## **JACK MITCHELL**

314 Scales Hall, SUNY @ Oswego  
Oswego, NY 13126  
315-344-7373  
email@oswego.edu

**OBJECTIVE** To obtain a position as a computer information specialist

### **EDUCATION**

**Bachelor of Arts, Computer Science**, May 2007  
State University of New York at Oswego  
GPA: 3.3/4.0 President's List 2005-2007

### **COMPUTER SKILLS**

*Languages:* HTML, JAVA, C++, FORTRAN, Pascal, Modula-2, Prolog, and SQL  
*Operating Systems:* Unix, Solaris, Windows, Mac OS, and VMS  
*Hardware:* VAX, Sun, IBM-PC, and Macintosh

### **PLANNING SKILLS**

- Developed design plans of architectural blueprints for landscapes
- Estimated project costs through careful calculations
- Managed inventory/recorded stock

### **ANALYTICAL SKILLS**

- Prepared computer programs to solve various problems
- Calculated cash receipts and gained experience with computerized cash registers
- Created and worked with databases
- Analyzed a computer system and made decisions concerning necessary changes

### **INTERPERSONAL SKILLS**

- Supervised workers
- Handled scheduling arrangements and helped customers when necessary
- Helped teammates realize their full potential and importance to the team

### **WORK EXPERIENCE**

**Package Handler**, Roadway Package System, Syracuse, NY (2005-07)  
**Cashier and Meal Preparer**, Taco Bell Restaurant, Auburn, NY (2005)  
**Supervisor**, Music Listening Room, SUNY @ Oswego, Oswego, NY (2003-05)  
**Laborer**, Village of Jordan, Jordan, NY (2002-03)  
**Foreman**, Squire Gardens Landscaping, Elbridge, NY (Summer, 2001)

### **ACTIVITIES/ACHIEVEMENTS**

**Section Leader**, brass instruments, New York State Championship, 2005-07  
**Member**, wrestling team, SUNY @ Oswego, 2003-04

### **REFERENCES**

## EXPERIENCE RESUME EXAMPLE

An experiential resume lists most major components of any typical resume. Within each of the main categories, entries are listed in reverse chronological order and highlight job titles or organization names, starting with the most recent. It reflects career growth and is easy for the employer to see your work history.

### Best to use when:

- past experience is closely related to future goals
- prior job titles or names of employers are impressive
- applying to more conservative or traditional employers

*Lily Jordan*

224 Waterbury Hall, SUNY @ Oswego, Oswego, NY 13126  
315-344-9975, email@oswego.edu

### EDUCATION

**Bachelor of Arts, May 2007**

State University of New York at Oswego

**Double Major:** Public Justice and Psychology

### INTERNSHIP EXPERIENCE

**Intern, Dimarco, Falco and Furry Criminal Law Firm**, Syracuse, NY, 12/06-present

- Processed various legal writing and research projects
- Interacted on regular basis with clients and legal professionals

**Teaching Assistant**, Public Justice 201, SUNY @ Oswego, 9/06-12/06

- Facilitated a discussion group of twenty students once a week for fifty minutes
- Performed various academic duties including tutoring and grading of papers

### WORK EXPERIENCE

**Resident Assistant**, SUNY @ Oswego, 9/06-present

- Functioned as a source of information and referral
- Coordinated programs utilizing the wellness model of development
- Served as counselor, disciplinarian, and administrator
- Handled emergency situations and made appropriate referrals

**Research Assistant**, SUNY @ Oswego Newborn and Infant Development Project, 1/05-5/06

- Conducted interviews with subjects in study
- Completed data entry tasks, data compilation and basic organizational tasks

**Camp Counselor, Adirondack Scout Reservation**, Massawepie, NY, 5/05-9/05

- Directed the activities of campers in dining hall
- Designed and implemented a week long basic skills training program for first time campers

### OTHER EXPERIENCE

**Oswego State Student Admissions Representative**, SUNY @ Oswego, 8/05-5/06

- Involved in organization and execution of campus open houses
- Student liaison between prospective students and admissions office

**Supervisor**, SUNY @ Oswego Athletic Dept., 8/05-5/06

### ACTIVITIES

**Volunteer**, Parkview Nursing Home

**Member**, Writers Guild, Oswego State University

### REFERENCES

Available upon request

## COMBINATION RESUME EXAMPLE

All the other "rules" of resume writing apply - you would simply combine skill headings with jobs (see below):

<i>Teaching Skills</i>	<b>Teaching Assistant</b> , Survey of American Law, SUNY @ Oswego, 8/07-12/07 <ul style="list-style-type: none"><li>• Evaluated students on weekly papers</li><li>• Led class discussion one day per week</li></ul>
<i>Research Skills</i>	<b>Intern</b> , Nixon, Gargrave, Devons & Doyle, Esq., Garden City, NY, 6/06-9/06 <ul style="list-style-type: none"><li>• Researched new Healthcare Law</li><li>• Balanced firms general ledger, handled press releases and various administrative responsibilities</li></ul>

### References

If you have a credential folder with our office, include the following statement: References available upon request from the Career Services Office, Oswego State University, Oswego, NY 13126 - Telephone: (315) 312-2255. This service is open only to seniors; underclassman should state "References available upon request."

### Personal Info.

Avoid putting personal information on your resume that is not related to the position/career field. These may include height, weight, age, sex, marital status, etc. This will prevent potential discrimination based on non-work-related criteria.

### Resume Tips

- Be positive and concentrate on your strengths. Show your best side, but do not misrepresent or lie.
- Be creative and personalize your resume. There is no one "right" style - only effective or ineffective resumes.
- Use action words to describe your experiences (see list below) and create a vivid work picture.
- Avoid abbreviations, slang, and excessive use of pronoun "I".
- Support all statements with concrete evidence and specific examples focusing on results.
- Prioritize your information on your resume - place the most important information in the top half or third
- Rank order your bulleted items in order of importance and relevance *to the person reading the resume*.
- Avoid the abbreviation SUCO - use State University of New York at Oswego
- Triple check your resume to ensure it is 100% flawless - spelling, grammar, punctuation, consistency, etc.
- Keep it short and concise - your resume is not an essay and you should generally try to keep it to one page.

### ACTION VERB LIST

accelerated	calculated	determined	founded	maintained	programmed	revised
accomplished	catalogued	developed	generated	managed	proposed	scheduled
achieved	chaired	devised	guided	modified	proved	selected
adapted	charted	devoted	handled	monitored	provided	set up
administered	compiled	diagrammed	harmonized	motivated	received	simplified
aided	completed	directed	headed	negotiated	recommended	solved
allocated	conceived	displayed	implemented	observed	recorded	specialized
amplified	conducted	distributed	improved	operated	recruited	streamlined
analyzed	constructed	edited	incorporated	organized	rectified	structured
answered	consulted	effected	increased	oriented	reduced	substituted
appointed	contracted	eliminated	influenced	originated	reestablished	suggested
approved	contrived	employed	initiated	overhauled	regulated	supervised
arbitrated	controlled	established	installed	participated	rehearsed	supported
arranged	cooperated	evaluated	instituted	performed	reinforced	systematized
assisted	coordinated	examined	instructed	planned	reorganized	taught
assumed	counseled	expanded	interpreted	pinpointed	researched	trained
augmented	created	expedited	introduced	prepared	reshaped	tutored
awarded	delegated	extended	launched	presented	resolved	unified
began	demonstrated	fabricated	led	preserved	restored	used
broadened	designed	focused	lectured	processed	revamped	utilized
built		fortified	listed	produced	reviewed	volunteered