

## **GUIDE FOR RESUME WRITING**

By: Eileen J. Heely for Rocky Point Career Advisory Partnership

**The resume is a 1-2 page summary of educational and professional experience. Its primary objective is to generate interviews with prospective employers.**

### **RESUME STYLE**

#### **Visual Form**

- Must be clear and concise
- No set format – as long as you are consistent with form
- Highlight major sections and parts using the following techniques: margins, bold print, indentations, caps, underlining, spacing, and different fonts
- Standard size paper (8 ½ x 11)
- White paper
- **NO SPELLING OR GRAMMATICAL ERRORS**
- Laser printed
- Conservative approach to overall document

#### **Content**

- Organized in terms of your strengths
- No complete sentences, use short statements
- Use action verbs, descriptive adjectives and adverbs
- Omit personal pronouns

### **CONTENT HEADINGS**

#### **Personal Data**

- Name, address (including zip code), telephone number for home, cell phone (if applicable) and email address
- No other personal information unless it is experience that directly relates to the position desired.

#### **Objective (Optional)**

- Objectives are best used if you are trying to redirect the reader and have them focus only on a specific portion of your experience.
- If you are not careful, an Objective may exclude you from potential opportunities by being so specific.
- If an Objective is too vague, it is useless and just takes up space.

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### **Education**

- Reverse chronological order (begin with the most advanced degree)
- Include name of institution, degree and major
- Date degree received or expected
- GPA if relevant and above 3.0, include special Honors/Awards

### **Experience**

- Reverse chronological order (begin with the most recent/current employment)
- Include dates of employment, name of employer, city, state, your title and a brief description of your responsibilities
- When applicable to the desired job, include internship, volunteer, part-time or summer employment
- Use action verbs to describe positions: administered, analyzed, assisted, conducted, coordinated, created, designed, developed, devised, directed, established, evaluated, expanded, facilitated, formulated, implemented, initiated, introduced, managed, organized, originated, planned, prepared, proposed, recommended, reorganized, researched, restructured, revised, strengthened, supervised, trained
- Quantify details, activities, or results whenever possible (how much of something)

### **Skills**

- List all relevant skills (computer programs, systems, languages, musical or artistic ability)

### **Memberships**

- Focus on professional memberships. Only include religious, political and social organizations if the experience directly relates to the desired position.

### **References**

- Indicate that references will be furnished upon request.