

RÉSUMÉS

The process of writing your résumé will help you to identify what you can and want to do and what you have to offer employers. Effective résumés are summaries of your skills, experiences, and career interests. Successful résumés result in invitations to interviews.

Content

Write positive, factual statements, which show a pattern in your skills, interests, education, and experience making you a fit for the opportunities you are seeking.

Organize information so that the reader can easily see the pattern in your background that makes you a good candidate.

The experience section of the résumé will be the largest including **both paid and unpaid** experiences.

Be concise, use past tense verbs, avoid first person pronouns (I, me, my).

Appearance

Résumés are professional correspondence. Limit to one or two pages printed on 8 1/2" x 11" bond paper using high quality printer with familiar fonts (Times, Palatine, etc.) of 10-14 points in size.

Strive for a simple, uncluttered layout using boldface or all-capital letters for headings with at least 1-inch wide left and right margins. Limit underlining, graphics, lines, and shading.

For Résumé and Letter Critiques and Help

- ① Drop off for review and return by mail**
- ② Come in during Quick Questions
(2-3:30 pm Monday-Friday)**
- ③ Make an appointment with a counselor**

SAMPLE RÉSUMÉ

Name

(Use the name you plan to use in a professional setting)

Current
Address
Phone
Email

Permanent
Address
Phone
Email

**OBJECTIVE
Or CAREER
INTERESTS**

State specific objectives such as: “Elementary Teacher,” “Public Accountant,” “Consumer Product Sales Representative” **or**, indicate career interest areas such as: “Finance, Banking, Sales”; “Writing, Research, Publishing, and Editing”; “Human Services, Children, Counseling”.

EDUCATION

Bachelor of Arts, Gustavus Adolphus College, St. Peter, MN, May 20____
Major: _____ Minor: _____ GPA: _____

Study Abroad (optional): Indicate where, when, for how long, and what.

Special Preparation (optional): Indicate courses or other training that may be of special interest to employers.

EXPERIENCE

Position title, employer, city, state, dates of employment. Short description of activities using past tense verbs to show skills.

or

SKILLS

Evidence or proof that you have demonstrated specific skills. For example, evidence of writing may be “GPA of 3.5 in all writing courses.” You may also want to include an employment section with just job titles.

ACTIVITIES

List items that indicate skills, leadership, competitiveness, personal qualities or interests. High school activities may be included, but are not required.

HONORS

List positions or honors for which you were selected such as scholarships, awards, and other recognitions. High school honors may be included.

THE “KICKER”

Make the last item a strong statement by centering across the bottom with important information such as:

Willing to Relocate and Travel
or
Worked up to 20 hours a week while attending classes full-time.

RÉSUMÉ AND LETTER EXAMPLES

Available in the Career Center—make
copies of your favorites!

JUST WRITE IT!

Use the Experience Memory Jogger list to think of all the **paid or unpaid** experiences and skills which could be used on the résumé. ALL relevant experiences may be included on the résumé - high school experiences do count!

Use the résumé worksheet to gather information that will be used on your résumé.

Get it down on paper! Write concise, descriptive statements of experiences. Convey the specific element of experiences that best communicates your skills and accomplishments. For the first drafts don't worry about length - just start getting it down. You can always cut and edit later.

Put it on disk. Getting résumés to look good on one page requires time!

Get feedback from the Career Center and others to polish it!

References

Employers generally assume that references are available, so it is not required to say so on the résumé. Use a separate sheet to go with the résumé that is titled "References for (name)" and list your references: names, positions, relationship to you (supervisor, teacher, coach, etc.), address, phone numbers, and email addresses. Use the address and phone number where they can be reached during business hours.

ReferenceNow.com

If you use ReferenceNow.com, do indicate that on your résumé. You may want to include your social security number in your letter so that they can easily access your references at ReferenceNow.com.

"References available at www.referencenow.com"

Experience Memory Joggers

Experience is not just paid work - it is ALL experience - paid and unpaid. Think about ALL of the ways that you have gained skills and experiences.

Work

* Full-time Employment * Part-time and Summer Jobs * Student Employment * Consulting/Independent contracting (music performance) * Business Owner (lawn mowing/house painting, etc.)

Academic

* Internships * Career Explorations * Practicums/Field Work * Independent Study * Study Abroad * Class Projects * Research * Summer Camps * Workshops/Conferences

Service

* Volunteer (before and during college) * Clubs and Organizations (in and out of college) * Church Activities * Community Representative (Miss Hometown, etc.)

Activities/Talents

* Clubs/Organizations * Sports * Music * Travel * Computers * Language Fluency * Hobbies/Interests/Talents

Career Explorations

* Information Interviews * Career Shadowing * Mentoring * Reading (professional journals, books, etc.) * Membership in Professional Associations * Attendance/Presentations at Professional Meetings or Conferences

You are not rewarded for positions or academic degrees; you are rewarded for what you demonstrated or gained from all of your experiences!

THE BODY - JOB DESCRIPTORS

- Use action words in short, clearly written phrases, complete sentences are not necessary.

- Use the minimum number of words.

- Avoid introductory phrases such as, “duties included,” “responsible for.” Start with verbs:
 - ▶ Organized political campaign.
 - ▶ Created community programs.
 - ▶ Designed filing and record-keeping system.
 - ▶ Developed new, timesaving, cost-efficient procedures.

- Avoid personal pronouns (I, my, etc.).

- Quantify your accomplishments as much as possible:
 - ▶ Trained and supervised 10 employees.
 - ▶ Saved company \$10,000 by analyzing collection process.
 - ▶ Increased sales by 20%.
 - ▶ Managed advertising for weekly college newspaper with circulation of 2,000.

Résumé Worksheet

NAME

Current

Street
City, State, Zip
Telephone
email/fax

Permanent

Street
City, State, Zip
Telephone
email/fax

OBJECTIVE OR CAREER INTERESTS:

EDUCATION:

Degree and date of graduation
Name of school, city, state
Major, GPA

Selected Courses

SKILLS/COMPETENCIES: (optional)

Computer:

Language:

Certifications:

EXPERIENCE:

Position, Employer, City, State, Dates
(List activities/responsibilities)

Position, Employer, City, State, Dates
(List activities/responsibilities)

Position, Employer, City, State, Dates
(List activities/responsibilities)

Position, Employer, City, State, Dates
(List activities/responsibilities)

ACTIVITIES:

_____	_____
_____	_____

HONORS/AWARDS:

_____	_____
_____	_____

“Kicker Statement”

RÉSUMÉ ACTION WORDS AND PHRASES

Personal Qualities:

enthusiastic	competent	organized	motivated
effective	responsible	assertive	risk-taker
fast learner	trustworthy	talented	cooperative
dedicated	efficient	achiever	resourceful
willing worker	dynamic	reliable	punctual
capable	poised	courageous	endurance
curious	creative	enterprising	skilled
team member	self-starter	able	progressive
challenge-oriented	work well with others	work well under pressure	problem solver

Skills and Abilities:

planned	conceived	supervised	led
solved problems	wrote	composed	developed
created	delegated	understood	implemented
trained	taught	instructed	assisted
communicated	recruited	modified	designed
innovated	prioritized	scheduled	practiced
initiated	organized	synthesized	completed
economized	interpreted	coordinated	computed
analyzed	directed	compared	installed
managed	invented	negotiated	worked in harmony
diverted	persuaded	operated	precision work
researched	evaluated	appraised	public speaking
budgeted	administered	bilingual	conducted
expanded	demonstrated	spelled	

Words Describing Experience:

comprehensive	successful	broad	intensive
solid	general	specific	extensive
complete	consistent	diversified	effective
in-depth	scope	varied	
consistent record of _____	(growth, promotion achievement, etc.)		

Words Describing Successes or Accomplishments:

sold	purchased	raised funds	made policy
strategized	designed	produced	planned
motivated	developed	supervised	hired/fired
accomplished	achieved	reorganized	exceeded goals
saved	served	helped	coordinated
restored profits	influenced	promoted	contributed
crisis intervention	administered	motivated	reduced (expenses, losses)
introduced new concepts	increased (production, profits)	improved	established

FINAL CHECKLIST

- _____ **Attractiveness:** Upon first glance, do I want to read it?
- _____ **Relevance:** Is my résumé relevant to my career objective?
- _____ **Overall Appearance:** Does my degree and most important work experience stand out? Are the spacing, layout, margins, and typestyle neat and consistent? Is it free of typos and grammatical errors?
- _____ **Length:** Could anything be deleted, shortened, or combined?
- _____ **Completeness:** Is all important information included?
- _____ **Action Oriented:** Do sentences begin with action verbs? Do descriptions highlight accomplishments as well as duties?
- _____ **Specificity:** Does the résumé highlight specific skills, areas of knowledge? Are accomplishments quantified wherever possible?

Suggestion ↓

Have your résumé critiqued by someone working in your target profession, preferably someone who reviews résumés of applicants.

IT'S YOUR RÉSUMÉ

There is lots of advice, suggestions, and opinions about résumés. Finally, it is your résumé and it should reflect you accurately and honestly in your style.

RÉSUMÉS ON LINE

Scannable Résumés

A growing number of employers, especially large employers and government agencies, are scanning résumés to databases to search and find résumés matching their positions. This means the computer has the first look.

Checklist for Scannable Résumés on Line

- Include job descriptions, not just job titles.
- Do not use graphics for formatting, no underlining.
- Use non-textured white paper with black letters.
- Use a common font of 10 to 14 points.
- Put your name on a separate line on each page.
- Do not staple or fold.
- Use keywords that exactly match the position description.
- Avoid the use of abbreviations.
- Do not use gold, italics, underlining, tabs, bullets or multiple size fonts. Use alternatives such as asterisks or plus signs for bullets or use all capital letters for section headings.
- Use hard returns at the end of lines.
- Email the résumé/letter to a friend and to yourself to see how it will transmit.

When emailing letters and resume, you can send both as attachments, but do give information in the e-mail message of how to contact you if they are not able to open or read the attachments. Remember to be formal in your communication style when using e-mail for seeking employment.

eRecruiting

Register on eRecruiting from the Career Center web page and upload your résumé from Word. eRecruiting is the only way that you will receive communication from the Career Center and it is the only way to participate in on-campus interviews.

SMARTERsource

Posting your résumé at www.smartersource.org is a great method of getting your résumé in front on employers specifically seeking Minnesota Private College candidates. This is also the site that employers use to find candidates attending the Minnesota Private College Job Fair and Internship Fair.

E-mailing

When emailing letters and résumés, you can send attachments, but be sure to give information in the e-mail message of how to contact you if they are not able to open or read the attachments. Remember to be professional and formal in your communication style when using e-mail for seeking employment.

COMPLETE YOUR FORMS THE EASY WAY!

**End the tedious chore of typing and re-typing.
Turn your paper forms into electronic forms.**

Information Technology now has the **OmniForm Program** on 12 multi-media computers in the Olin Lab. (Instructions are available in the lab.)

OmniForm makes it **easy and accurate** to complete your forms. It's this simple:

- Scan your blank form
- Enter the information needed
- Print out the finished form
- Mail

Professional looking forms draw attention and catch the reader's eye. Remember, legibility is a key to success!

eRecruiting

eRecruiting is the **only** way for students to:

- get internship notices
- access Career Center calendar of workshops, résumé deadlines, and employer campus visits
- submit résumés to employers
- participate in on-campus recruiting
- access career planning information
- access Alumni Mentors

Go to www.gustavus.edu/careercenter and click on eRecruiting. Your student ID number is your password and your birth date (i.e. 10101988) is your password. Please change your password after your initial visit.

LETTERS

"Handshakes" by Mail

Your cover letter is your handshake by mail, email or fax to say why you are writing. Résumés should not be mailed, emailed or faxed without cover letters. Letters are not needed at job fairs because you are there to shake hands in person! Letters should be uploaded to eRecruiting and sent with résumés for campus recruiting and internship opportunities.

Letters of Passion

The goal of your cover letter is to give readers a compelling reason to interview you by clearly pointing out your skills, knowledge and experience related to the opportunity you are seeking and your enthusiasm for the position.

Focus letters on what you can do for them - not what they can do for you. Don't re-write your résumé, rather focus on two or three qualities that make you most valuable to the reader. This means that each letter should be unique and specific.

Write the way you speak. A good letter check is to read it out loud. Does it sound like you? Also, check and recheck for errors in typing, spelling, and grammar.

Letter Check List

- Address to a specific person, with a correct title.
- Use a professional format free of spelling and punctuation errors.
- Use only letter quality type with familiar font sizes of 10 points or more.
- Put résumé, letter, list of references and envelop all on matching stationery.
- Be sure to sign the letter.

Letters by E-mail

We tend to be informal with e-mail communications, but cover letters are one occasion to be more formal. You can write your letter as an e-mail message or send as an attachment along with your résumé. If you choose the second option, include an e-mail message with what you are sending and who to contact if they cannot open the documents.

TYPES OF COVER LETTERS

Letters of Inquiry

Letters of inquiry are sent when it is not known if there is a position available. Use these letters to request information about the organization, available positions, and application procedures.

Letters of Application

Send these letters to apply for specific positions or to respond to specific opportunities. Answer the questions:

- Why do you want this position?
- What skills and abilities would you bring to the position?
- Where and how did you gain or demonstrate those skills and abilities?

Salary History or Requirements

When employers request salary information, they are generally trying to screen out candidates who would demand high salaries. Address this issue by first focusing on your desire for the right opportunity. Follow with a specific response such as:

“For a position that is challenging and rewarding, my salary requirements are negotiable.” or “I anticipate a compensation package in the mid \$20’s.”

Network Letters

Send these letters to get information, advice and suggestions about career plans and opportunities. Indicate if someone referred you to the reader. Be specific about what information or assistance you are seeking. Send a résumé with these letters to provide background.

Thank-You Letters

Everyone is told to write thank-you letters when seeking career opportunities, yet few do. Such follow-up will demonstrate your professionalism and attention to detail. Thank-yous may be typed letters or handwritten on thank-you cards.

LETTER FORMAT

**Return
address
and date**

Box 137
Gustavus Adolphus College
800 West College Avenue
St. Peter, MN 56082
July 9, 2000

**Use complete title
and address**

Mr. George McCormick
Director of Personnel
American Manufacturing Company
124 South Third Street
Louisville, KY 11111

1 blank line →

Salutation

Dear Mr. McCormick:

1 blank line →

Opening Paragraph

State the purpose of the letter: To inquire about career opportunities, apply for a position, or because someone suggested the contact. Be sure to indicate who made the referral.

Middle Paragraph

Promote skills and experiences. Give evidence or proof of skills. Refer the reader to the enclosed résumé. Mention your qualifications for the position or why the position, industry or employer is of interest. Indicate ways that you could benefit the employer.

Closing Paragraph

Be specific about the next step: To receive information, an opportunity to interview, an informational interview, personal contact to learn about internship or job openings, a phone call or short meeting to learn about careers.

1 blank line →

Sincerely,

3 blank lines →

for your signature

1 blank line →

Type your name

**Indicates résumé
etc. enclosed**

enclosure(s)

PRINTING CAREER CORRESPONDENCE

Career related correspondence, including résumés, letters, reference lists, and envelopes, should be printed on good bond paper which is available in the Book Mark and other stores that sell paper. (Letters, résumés, reference lists, and the envelope should all be on the same paper.)

FAXING

Letters, résumés and applications are now commonly accepted by fax.

If the fax number is not advertised, call to get the correct number.

Include the name of the person to receive the fax as well as your name and phone number (in case the fax does not go through).

Faxing is fast and you don't need to put items on bond paper!

Students may fax items from **Telecommunications** in the basement of Olin Hall.

Hours are 8 am – 8 pm, Monday-Friday and 10 am to 6 pm Saturday and Sunday when classes are in session.

Sending to local and 800 #'s	\$.50/page
Sending in US	\$1/page
Sending International	\$3/page
Receiving Pages	\$1 for 1-5 pages \$2 for 6-10 pages (Add \$1 for each additional 5 pages)

Students are encouraged to use a cover page when faxing. The cover page in the Office of Telecommunications is free for internship and career purposes. Candidates will be charged for their letter, résumé and other application materials.

Students may charge faxes, sending and receiving, to their campus phone bill.

Students are called when faxes are received at the switchboard.