

CPD 101 Resume Writing

Tips to Help You Stand Out

**Career Planning & Development
Caldwell College**

Newman Center, 2nd floor

Tel: 973-618-3290

careers@caldwell.edu

Why have a resume?

- To **apply for a job or internship**
- To impress a prospective employer with your skills, education, and experiences
- To convince the reader that you are the best candidate for the institution
- To **bring to a career fair**
- Invisible without one

Who will see my resume?

- Internship supervisors
 - Faculty or staff whom are writing recommendations
 - Human resource managers
 - Departmental hiring managers
 - Recruiters, Coordinators
- ➔ Many graduate school applications ask for them

What kind of resume should I make?

Chronological

- Lists experiences in time sequence with most recent position first
- *Typically recommended* for students and recent graduates

Combination

- Lists experiences by skill and employers areas with dates of employment
- Can list skills in a brief section, then employers in reverse chronological order with the responsibilities and skills developed

Functional

- Lists experiences by skills and a separate area for employment
- *Not recommended* for internships or entry-level positions

Functional

Often used by career changers.

Does not list jobs with descriptions.

Not typically favored by employers.

Vanessa Sanchez

444 Border Collie Lane Naperville, IL 60512

630-555-1212, vsanchez@neui.edu

Education

Northeastern Illinois University, Chicago

Bachelor of Science in Management, May 2009

GPA 3.2

Professional Profile

Management

- Supervised various youth recreation activities
- Trained new employees in effective sales techniques
- Served as store supervisor

Interpersonal

- Demonstrated effective persuasive skills in retail
- Provided excellent customer service
- Served as new student orientation facilitator

Organizational

- Administrative duties by producing forms of office communications

Employment History

Good Luck Rent-A- Car (2006- present)

Customer Service Rep

Chakotay Gift Emporium (2003-2004)

Sales Associate

Combination

Required information:

Education

Skills

Experience

Cora Spondence

2 Easy Street New York, NY 10023

630-555-1212, cspondence@yahoo.com

Education

University of Michigan

May 2009

Bachelor of Arts in Communications

GPA 3.2

Skills

IBM, PC and Mac platforms, internet

Speak, read and write Spanish fluently

Time management, organizational, leadership skills

Strong interpersonal, customer service, and marketing abilities

Experience

Midwest Style Magazine

Detroit, MI

Co-op in Advertising Department

01/09-04/09

- Assisted advertising members in creating point-of-purchase displays
- Participated in design development

Detroit Theatre Company

Detroit, MI

Public Relation Intern

09/08-12/08

- Composed press releases and public service announcements
- Managed production of posters, flyers, and programs

Century 21

Detroit, MI

Associate

06/07-09/08

- Maintained inventory
- Sales transactions

Chronological

Required information:

Education

Experience

Activities

Honors & Awards

Languages

Optional Information:

Objective

Course work

Computer skills

Volunteer work

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- Maintained inventory
- Sales transactions

Skills

Microsoft Office, Mac platforms, Fluent in Spanish

Marketing Yourself

- 1 page, attractive, easy to read
- Consistent fonts and sizes
- Use bullets, bold face, italics selectively
- Length/Margins
- Use expressive action verbs
- Parallel grammar
- Leave out personal pronouns

Typical Sections

- Contact Information
- Objective or Summary Statement (optional)
- Education
- Experience
- Leadership/Volunteer/Activities
- Honors
- Skills/Interest

Contact Information

- Name, address, phone number
- Email address that you check regularly
 - Professional
- Voicemail message should be appropriate

Education

Education must come at the top of the page for students and recent graduates.

- List name(s) of colleges, the degree expected/received, date of graduation, major/minor (if applicable)
- Honors and Awards

Experience

- Also seen as:
 - Relevant Experience
 - Related Experience
 - Work Experience
- Practica, Fieldwork, Internships
- Can include: paid or unpaid internships, volunteer positions with significant responsibilities.
- Job Title, Organization, Dates, Responsibilities

Stand out

Other Experience

- Leadership Experience
 - Caldwell Ambassador
- Activities
 - Sports, Campus Ministry, SGA
- Organizations
 - Clubs
- Professional Affiliations

Skills

- Computer skills
 - All platforms, systems, etc
- Language skills
 - Level of fluency
- Certifications and licenses
 - CPR

P.R.P

- **Proof**
 - Check your resume carefully for spelling, grammar, typos
 - Bring it to **Career Planning & Development**
- **Review**
 - Make sure it includes relevant information, it is brief, but specific
- **Print**
 - Use good quality paper

References

www.jobweb.com

www.csuchico.edu/plc

www.sonoma.edu/sac/crc/resume/why.shtml

<http://www.udel.edu/ums/itv/csc/resume/>

Job Choices for Business & Liberal Arts Students,
52nd Edition, 2009.