

An Orientation to the science of résumé writing

Presented by the Career Center

Your Name Should Stand Out!

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Choose a Font that coordinates with the body of your résumé but understand that it does not have to be the same font or size. It should create emphasis! Make your name stand out, not your address and contact info by putting them off to the side.

Objective or Statement of Qualifications

- The objective is always a great way for someone who has never written a résumé to begin.
- It is also a great tool for the more experienced résumé writer to help focus the intent of the résumé related to a job being sought.
- Contrary to popular belief, an objective is not a résumé REQUIREMENT.
- It is simply one option to help frame your experience related to a particular position.
- You may choose a Summary of Qualifications instead if you wish to create an overview of your history

Competencies and Skills

Competencies and Skills or a Skills Summary:

- Are a vital part of a résumé
- Are a summary of your specific qualifications-otherwise known as you knowledge, skills and abilities (KSAs)
- Should vary depending on the job that you are applying for
- Should directly relate to the required skills posted in the job announcement
- Use action words in the correct tense to describe what you have done ie:
Managed 30 employees, Processed vouchers for travel reimbursements
- There is no one size fits all approach-tailor your document specifically to each position you are applying for and avoid sending out one generic format

Education

- If you are a recent graduate, your education should be a focal point on your résumé but avoid talking like a student-you are a professional!
- Only use education that is relevant to the desired job and eliminate oddities that detract from the type of work that you seek
- Should be in reverse chronological order with most recent program first and so on-eliminate dates if education was earned beyond 10 years ago +/-

Work History and Experience

- General Rule: Only go back 10 years unless you are doing a career portfolio or curriculum vitae-experience beyond 10 years should be summarized to avoid seeming dated to a prospective employer
- Modern résumés must focus on current transferable job related skill sets and relevant work experiences-outdated skills, certifications, or irrelevant education should be eliminated
- Dates and places you have worked are not as important as **what** you did, therefore, be sure your focus is on **what** you did and more importantly **how** what you did impacted the organization you worked for!

Personal and Professional Accomplishments

- Do you volunteer, do any (voluntary) community service?
- Have you earned any awards, certificates, or honors?
- Do you belong to any non-denominational organizations, civic or professional organizations?
- This is the icing on the cake! It helps paint a picture about you beyond that of an average applicant
- There are hundreds of volunteer opportunities in the local community-consider doing something to make yourself stand out from all the rest and make yourself feel good about helping others in the process

Just Graduated?

- Your résumé should focus on your education AND relevant experiences that have developed your work skills while being a student
- Use what you learned in class as competencies and skills-use your syllabus or catalog as a guide but do not copy it word for word-only cite those courses/experiences relevant to the work you are seeking-use O net to help you identify key KSAs
- Did you participate in an internship program or participate in clinical experiences? If so, you can use what you learned in these as work experience

How Much Experience Do You Have?

- Experience can come from all kinds of paid and unpaid experience before, during or after your schooling
- Always think about general skills you have acquired and jot them down to include in your draft
- Focus on work that relates specific skills tied to the work that you want to do
- Ask other people to help you come up with statements about the knowledge or skills that you have whenever you have trouble deciding what to write

Types of Resumes

- **Functional**-a résumé focused heavily on skills that is much more difficult to write because it focuses on skills that relate to a line of work and is frequently used by professionals or recent graduates. It is very helpful for job seekers who have gaps in employment, lots of jobs, or for those who have work history issues
- **Chronological**-also called the traditional résumé and is a résumé outlining your work history and is most commonly used because it is easy to write and follows the format of most job applications; actually it is usually in reverse chronological order. Unfortunately this format is dated and not what most people need to be using in today's economy
- **Hybrid**-a modern approach to a résumé that highlights your skills **and** only your relevant work history and allows you to emphasize your strong points especially when returning to a field or something you did in the past where you have gaps in your history

Most importantly...

- Proofread your résumé for content, spelling, grammar and punctuation mistakes
- It is very easy to miss mistakes, especially after putting a great deal of time into the creation of your résumé because you have become too used to seeing it
- Have more than one person critique it and make comments-keep in mind that the best résumé can still be made better through revision and this often takes more than one attempt
- Format, font, style and size are important and your résumé should reflect your personality and professionalism. Use a variety of formatting options to call attention to key areas such as your name and experience areas. Try bolding or writing section headings in all caps for emphasis. Avoid underlining, unusual fonts, colors, clip arts or borders. Be careful not to choose fonts that could be problematic for an employer who may have older software especially when sending electronically as many applications now require

Have More Questions?

Email your draft résumé to:

careerservices@coastalcarolina.edu

and we will review and critique it for you

OR Stop by!

444 Western Blvd.

Jacksonville, NC 28546

Kenneth B. Hurst Continuing Education Building

Room 108

Resumes received are generally returned the same day or within 24 hours. We do not accept Internet template documents, PDF or embedded email texts.

Call:

(910) 938-6761

Monday – Friday 8:30 - 4:30