

Resume Help

How to Develop a Resume

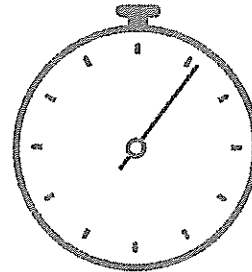
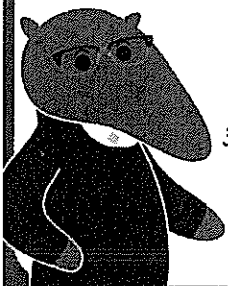
1. **Review the job description for skills and abilities required**
Analyze the description and highlight the required skills, attributes and qualifications.
2. **Create a list of accomplishments**
Include education/training, volunteer experience, jobs, internships, projects, research, and group/team activities. Describe in detail what you did, why you did it, who you did it with, what equipment you used and the results/outcomes. Quantify your results, if possible, and use commonly understood terminology.
3. **Analyze your accomplishments and experiences for relevant skills**
Reflect upon your past and current experiences to identify your skills.
4. **Write descriptive phrases**
Using action verbs, write short phrases to describe what you did. Be specific yet concise. Arrange the descriptive phrases in order of relevance to the position for which you are applying.
5. **Organize your experiences**
List all experiences in reverse chronological order — start with the most recent. In each experience, remember to highlight the skills, knowledge and abilities that are relevant to the job.

Q: What is a CV?

A: CV stands for *curriculum vitae* and is a document used to apply for positions in an academic setting. You can adapt your current resume into a CV by adding three sections:

1. *research experience,*
2. *teaching/mentoring experience*
3. *publications or poster presentations.*

A CV also includes a list of your references with their job title and contact information.



Keep in mind...
The average employer takes about

6 seconds
to scan a resume.

Formatting Tips

- Limit your resume to one page
- Include your contact information (with a professional email address)
- Use a professional font (e.g. Times New Roman, Arial, Helvetica, Georgia, Calibri, Tahoma)
- Use font sizes 10-12
- Use bolding to make key information stand out (e.g. bold all of your job titles)
- List your GPA (if 3.0 or higher)

Do

- ✓ Begin phrases with action verbs such as "developed"
- ✓ Be specific in your objective statement, if you choose to have one
- ✓ Emphasize outcomes, significant achievements and recognition from others
- ✓ Quantify accomplishments when possible and highlight specific examples
- ✓ Be truthful about your accomplishments.
- ✓ Have a career counselor review your resume

Don't

- ✗ Use personal pronouns such as "I" or "my"
- ✗ Use complete sentences
- ✗ Include personal information such as marital status, age, Social Security number, or picture
- ✗ Use flashy graphics or colored paper
- ✗ Mention controversial activities or associations (personal preference)
- ✗ Exaggerate your experience
- ✗ Use abbreviations such as "SPOP" or "ASUCI"

Prepare for the Fair

Career fairs are a great way to network and learn more about companies, opportunities, and jobs/internships. Attend every chance you get and make the most of the experience using the below tips and suggestions!

What is the Fair Like?

Fairs are really busy with lots of people, and you may need to wait in line to be able to speak with your targeted employer. This is why it is so important to prepare ahead of time so that you don't have to do all of your planning once you arrive.



****Remember that career fairs are only one job search strategy and you most likely will not find a job based solely on a career fair. Make sure to follow through with other strategies as well. See other DCP resources, events, and programs for additional assistance.*

Before the Fair

- Check Handshake to see which companies are attending (Log on to Handshake, go to "Events" → "Fair Search" → Click on the **fair** you're interested in → Click "View All Employers" → Click on the **organization's name** to find out even more information about the company)
- Research the companies and make a list of your target companies
- Create a list of questions you want to ask the company representatives
- Review and revise your resume through DCP drop ins
- Rehearse your elevator pitch

At the Fair

- Check in with DCP staff
- Review the map and locate your targeted companies
- Approach a representative at one of your targeted companies, smile, shake hands, and introduce yourself with your elevator pitch
- Ask good questions that show you researched the company
- Thank the employer, ask for a business card and/or leave your resume with them (*if that's ok*), shake their hand again, and smile (*don't focus on the giveaways*)

After the Fair

- Organize all your notes, business cards, or company literature so that you can easily refer to the information
- Follow any instruction you received from the employer including applying online
- Follow up with company reps by sending a thank you email (*thank them for their time, inquire about any items left unfinished, and ask any follow up questions you may have*)
- Prepare for any potential interviews