



Resume Writing

AUBURN UNIVERSITY CAREER CENTER
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303 MARTIN HALL | 334.844.4744 | AUBURN.EDU/CAREER

A RÉSUMÉ...

- Summarizes your work and/or activity experiences, educational background and skills that relate to the job you are seeking in one to two pages.
- Is a document that arouses interest and helps you obtain an interview so you can sell your strengths in person.

A curriculum vita (CV) is a comprehensive biographical statement, usually three or more pages in length. See CV Tip Sheet for more information.

RÉSUMÉ BASICS

- Be accurate and honest
- Avoid mistakes
- Be consistent in format and style in overall page design
- Omit high school information unless relates to objective
- Use matching style for résumé, letter and reference page
- Print on quality paper and printer, if applicable

A RÉSUMÉ IS USED TO OBTAIN...

- Interviews for internships, seasonal, part- and full-time jobs
- Admission to graduate/professional school
- A leadership position in an organization

RÉSUMÉ FORMAT OPTIONS

Chronological

Use this style when work experience, education or activities are strong and relevant to your objective; previous job titles or company names sound impressive; job history shows growth or to emphasize specific career-related accomplishments.

- List experiences from present to past, primarily focusing on accomplishments and skills used.
- Highlight progression and growth through job titles and/or names of employers.
- Caution: This style makes non-impressive job titles and frequent changes in career path clearly visible.

Functional or Skills-based

Use this style to deemphasize irrelevant job titles and work history in order to draw attention to transferable skills.

- Highlight demonstrated skills and abilities by organizing categories around major areas of accomplishment to best support job objective rather than dates.
- Draw from all sources of experience (jobs, volunteering, activities and coursework) to describe skills.

Combination

- Combine aspects of chronological and functional formats.
- Emphasize both work history and skills/accomplishments equally.

RÉSUMÉ CONTENT

Here is a list of sections most often used in a standard résumé. Include and organize sections based on what you want to emphasize as relevant to the position you are seeking.

Heading/Personal Information

- **Name:** May include “nickname” or (nickname)
- **Address:** Permanent and/or current addresses
- **Phone Number:** Differentiate between work and cell
- **Email Address:** In black and not underlined
- **Personal Website:** If appropriate

Summary of Qualifications (Optional)

In a “national survey of 600 hiring managers, the overwhelming majority said the most important part of your resume is the Summary of Qualifications section.” Employers reported they read the summary first and if it caught their attention, they slowed down to give the applicant more careful consideration. Hiring managers also reported only about 5% of resumes received contained this key section.

This section should consists of four to six bullets that present an overview of your experience, accomplishments, talents, work habits, and skills. “Think of it as a mini-outline of you; a highly influential summation of the specifics you bring to the job.”

Resource: <http://robinryan.com/resumeQuiz.htm>

Summary of Qualifications Samples

- Proven track record of leadership, leading team to start organization, be recognized by the University and recruit 300 members
- Responsible for customer service and production during shift as well as managing 10 staff members
- Proficient interpersonal and presentation skills utilized both in one-on-one settings and group presentations to students, alumni, parents and community leaders
- Recognized for superior problem-solving, project management, relationship building, and strategic planning skills.

Do not lie, exaggerate or misrepresent your skills. Highlight your experience and accomplishments based on solid facts.

Objective (Optional)

The objective is another option (but should not be used with the Summary) to introduce yourself to the reader, and it sets the tone for your résumé, demonstrates professional direction and indicates the type of work you are seeking. The objective says, “This is what I want to do,” and “These are the skills I want to utilize.” The rest of the résumé says, “This is why I am qualified to do it.”

Be careful not to repeat information in your cover letter and that you do not narrow your employment opportunities too much.

Include this type of information:

- Level of position, job title or industry area
- Type of organization or department that interests you
- Description of job activities you wish to perform
- Interests, knowledge or skills you wish to contribute to the organization
- Long and/or short term goals

Your objective should do the following:

- Fit your background/career desires
- Show your confidence in career goals
- Be clear and concise, indicating how your abilities, skills and background relate to your objective

One that states the obvious is not worth listing!

Sample Objectives

- Management position in production utilizing my expertise and organization skills, supporting my commitment to customer service, employee development and continuous improvement.
- Operations management position at a major operating facility for a growing pulp and paper or related company, fully utilizing management, communication and problem-solving skills.

Education

- See resume sample on p. 4 for formatting tips
- List in reverse chronological order
- Grade point (if 3.00 and above; do not round up)
- Awards/Honors/Scholarships (if more than three, use a separate section)
- Percentage of schooling paid for by self
- Study abroad experiences
- Special training, trade schools or workshops

Related Coursework

This might be included in the Education section or as a separate section. Use it when you are lacking related experience but want to demonstrate relevant academic training and knowledge by listing specific course titles.

Experience

- See resume sample on p. 4 for formatting tips
- List in reverse chronological order
- Include all types of *relevant* experience including full-time, part-time and summer positions; volunteer work, internships, self-employment, research projects and activities if the skills that were developed in those activities are directly related
- Create two sections, Related Experience and Other Experience if needed
- Determine whether to list job title or employer first by what is more impressive, just be consistent
- Describe job duties using phrases that begin with active verbs (see p. 5)

Honors, Activities, Research or Professional Affiliations

Include activities that demonstrate job-related skills, leadership or membership in career related organizations.

Key Skills

Computer: List as specifically as possible indicating proficiency level. If seeking a technology position, include more specific sections to include programming languages, hardware, software, operating systems, databases, peripherals, etc.

Foreign Language: Indicate your level of written, reading and oral proficiency in each.

Miscellaneous Information (space allowing)

Add additional categories that reflect your uniqueness, such as interests or volunteer work, publications, presentations and hobbies, but always consider the relevance that category and its contents have to your objective and/or the position at hand.

- Willingness to travel
- Willingness to relocate or geographic preference
- Date of availability
- Special interests

REFERENCES

Simply list “Available upon request” on your resume. List references on a separate page and always obtain permission and keep references informed of the positions you are pursuing. Reference information should include:

- Complete name (using Mr., Miss, Mrs., Ms. or Dr.)
- Job title
- Name of the organization
- Work address
- Phone number (ask if they prefer work or home)
- Email address

Choosing your references

- Brainstorm a list of people who will speak highly of your past work performance (job, class work, research, etc.).
- A colleague may also provide a strong reference if you worked on a team project together.
- Character/personal references should only be provided if requested or if your choices are limited.
- Generally, provide three to five references.
- Ask the people you have selected if they will serve as a positive reference, and do not provide their names to an employer without asking first.

Preparing your reference page

Check spelling of each reference’s name, company, official job title, and address. Learn what phone number and email address they want used.

Educating and informing your references

- Provide a copy of your résumé to your references so they may speak intelligently about your background and strengths.

- Inform them of the kind of positions you are seeking.
- Coach them about the skills and strengths you would like them to emphasize.
- Notify them of every position you apply for so they may anticipate the call and are prepared to “sell” you for that particular position.
- Thank your references and notify them when you accept a position.

TIPS FOR RÉSUMÉ WRITING

Paper/Ink: Use at least 50% cotton, 8 1/2” x 11” résumé paper, and use same paper for cover letter and reference page. Print in black ink on white, ivory, beige or light gray paper.

Fonts: Use popular, non-decorative typefaces such as Arial and Times New Roman. Type the body in 10-12 point font and your name in 16 point or larger.

Margins: Use 1/2” to 1” margins on all four sides.

Length: Recent graduates should limit résumés to one page unless a second page is essential for details or to prevent crowding on the first page. If you use a second page, type your name and “page 2” on the top of the second page.

Proof for Errors: Résumés take a long time. Have Career Center staff, professors, family and peers critique yours.

Custom Design: Vary your résumé for different environments. Change the objective/summary and content with every position and perhaps even the content/format. Avoid using templates.

Attention Getting: Most readers will only spend 20-30 seconds on the initial scan of your résumé. Readers prefer bullets, bold print and indentions to guide their eyes quickly to main points.

Accentuate the Positive: Highlight accomplishments, not just duties. Show how you contributed to or impacted the employer.

Action Verbs: Do not use passive (-ing) verbs. Keep the verb tense consistent with the dates you list: past activities should be in past tense and current activities in present tense.

Numbers: Quantify your statements by using numbers, statistics and percentages.

Punctuation: Be consistent with how you punctuate or do not punctuate the end of bulleted statements.

DO NOT...

- Make it too long, but do highlight the major areas which will help get you the interview.
- List just your job title, company and dates or extracurricular activities. Communicate your responsibilities and accomplishments in the position(s).
- Use “I,” “My” or “Our”; exception is the Objective.
- Date your résumé or entitle it “RÉSUMÉ.”
- Introduce anything that could be perceived as a negative.
- Refer to religion, political party or national origin (or use statements that may indicate these) or recognize that you open yourself to unwelcome discrimination despite

legislation and ethical concepts that make it wrong to discriminate because of race, religion or national origin. There is still much prejudice either open or hidden. Consider using general terms to indicate experience in one of these areas.

- Include salary information.
- Forget to proofread your résumé several times.
- List references. Prepare a separate page.
- Ruin a well prepared and carefully developed résumé by poor format, crowding or sloppy reproduction. Leave adequate margins and use quality résumé paper.
- Send a résumé without a cover letter.
- Use an email address that is unprofessional.
- Include race, gender, high school information (unless it is relevant), marital status, height/weight, birthplace, birth date or photograph.

RÉSUMÉ MAILING (IF APPLICABLE)

Use either a business envelope that matches résumé paper or a large manila envelope that does not require that you fold it. Always send a cover letter with your résumé, placing it on top of the résumé. Do not staple pages, use paperclips.

FREE RÉSUMÉ REVIEW RESOURCES

E-Résumé Review: Email resume to eresume@auburn.edu for feedback within 48 hours.

Résumé Drop-Off Service: Bring a copy of your résumé by 303 Martin Hall to have a career counselor review it and provide feedback for you to pick up within 48 hours.

Walk-in & Appointment: To meet one-on-one with a career counselor, walk-in Monday - Friday, 12 noon - 4:00 p.m. or call 844.4744 to schedule an appointment. For assistance in scheduling an appointment in an accessible location, please call 334.844.4744.

SKILLS/QUALITIES EMPLOYERS SEEK

Based on a survey printed in the NACE (National Association of Colleges and Employers) 2010 Job Outlook, employers recruiting college students, rated and ranked the following skills between very important and important:

1. Communication skills
2. Strong work ethic
3. Initiative
4. Interpersonal skills (relates well to others)
5. Problem-solving skills
6. Teamwork skills (works well with others)
7. Analytical skills
8. Flexibility/adaptability
9. Computer skills
10. Detail-oriented

Pursue work experiences and activities that develop these skills and traits. Then, make sure you communicate, via your résumé, cover letter and interview, that you have mastered these skills and qualities.

Resource: NACE, www.naceweb.org

RESUME FORMAT AND TIPS

Name: (nickname)
Address: Permanent and/or current addresses
Phone Number: Differentiate between work, cell or home
Email Address: School or professional. Deselect link.
Personal Website: If appropriate

	Name	
Current Address ## Street City, ST ZIP	phone number email address	Permanent Address ## Street City, ST ZIP

Printing: Use 8 1/2" x 11" résumé paper and print in black ink on light, neutral paper
Fonts: Use Arial, Times New Roman or Garamond
Name: 16-22 pt
Headers: 12-14 pt
Body: 10-12 pt font

Be accurate and honest 100%

Be consistent in how you list job title and employer
 Create two sections, Related Experience / Other Experience to move more related positions to the top
 Be consistent in punctuation

Margins: Use 1/2" to 1" margins on all four sides

(space allowing)
 These categories reflect uniqueness but consider relevance:
 Interests, volunteer work, hobbies, publications and presentations, willingness to travel or relocate, and date of availability

OBJECTIVE OR SUMMARY

- **Objective:** State specific job title and list skills you bring to position
- **Summary/Highlight of Qualifications:** Summarize, in 3 - 5 bullets, the skills and personal traits you possess and that mirror the job description to best communicate you are a fit for the position/company. (Tips and Samples: p. 10)

EDUCATION

University; City, ST
Degree; Majors; Date of Graduation

- GPA: #.##/4.0 (Overall is assumed. Add Major GPA if higher and label as such)

APPLICABLE COURSEWORK (Optional Section)
 Only list courses that fill a gap in resume or otherwise illustrate required knowledge that you have not yet utilized in a job (use columns)

EXPERIENCE

Job Title; Dates of Employment
Employer; City, ST

- List experiences present to past
- Include volunteer work, internships, co-ops, part- and full-time jobs and leadership positions if they relate to the position you are seeking
- Start each bullet with active verb/skill (past tense if experience is completed): p. 12
- Quantify: How many people did you supervise? How much money did you manage?
- Share successes, outcomes and improvements you made, not just duties of position

Special/Senior Projects

- List leadership contributions and outcomes for class project if applicable to position

ACTIVITIES/HONORS/PROFESSIONAL MEMBERSHIPS (Optional Section)
Organization, *current position,* dates; *previous position,* dates
 List only those organizations (sports, clubs, student government and honoraries) where you contribute regularly and actively

KEY SKILLS

Foreign Languages: List oral, written and reading competency levels, not course years
Computer: Include hardware and software proficiencies, if seeking tech position, include more specific sections: programming languages, hardware, software, operating systems, databases, peripherals, etc.
Certifications/Licenses: List dates
Personal: List personal skills/traits that help make you a better candidate for position

INTERESTS (Very Optional Section)
 List interests and hobbies if you have space and if they are relevant to goals of objective

REFERENCES (Optional Section)
 Available upon request (Tips: p. 11)

- List in reverse chronological order
- Grade point (if 3.0 and above)
- Awards/Honors/Scholarships (3 or more, add section)
- Study abroad experiences
- Special training, trade schools or workshops

Be consistent in format and style

- List activities that demonstrate job-related skills, leadership or membership in career related organizations.
- Honors/Awards may be separate
- Volunteer work may be separate

Proof for Errors: Have Career Center staff, professors, family and peers critique

High School Information: Omit after freshman year unless related to position

Length: With less than 10 years of experience, limit to one page unless a second page is essential for details or to prevent crowding. Additional pages should be labeled with name and "page 2"

Custom Design: Avoid templates. Vary résumé for different environments. Change objective/summary and content with every position and perhaps even the content/format

20-30 Second Scan: Readers prefer the following to guide their eyes quickly to main points:

- Bullets
- Bold print
- Indentations

ACTION VERBS

Choose action verbs that communicate applicable skills to an employer. If you are currently in the position, use present tense. If you are no longer in the position, use past tense. Use this list to brainstorm, but also look at old job descriptions, talk to current or past supervisors and utilize a thesaurus. Try to not use the same verb more than once or twice.

SKILLS

Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
implemented
increased
initiated
inspected
instituted
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
replaced
restored
scheduled
secured
selected
streamlined
strengthened
supervised
terminated
transformed

Communication

Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
spoke
summarized
synthesized
translated

wrote

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
applied
assembled
built
calculated
computed
conserved
constructed
converted
designed
determined
developed
engineered
maintained
operated
overhauled
printed
programmed
regulated
remeasured
replaced
restored
solved
specialized
standardized

studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

Financial/Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved
corrected
determined
developed
estimated
measured
planned
prepared
programmed
projected
reconciled
reduced
researched
retrieved

Creative Skills

acted
adapted
began
combined
composed
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped

Helping Skills

adapted
advocated
aided
answered
arranged
assessed
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided
insured
intervened
motivated
prevented
provided

rehabilitated
represented
resolved
simplified
supplied
supported
volunteered

Organization Skills

achieved
approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corrected
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
served
set-up
submitted
supplied
standardized
systematized
updated
validated
Verified

PERSONAL QUALITIES

WORK ENVIRONMENT

fast-paced
structured

flexible
provide variety
autonomous
team-oriented
supportive
friendly
conservative
competitive
innovative
results-oriented
customer-oriented
highly-organized
systematic
improvement

PERSONALITY

Direct / Decisive
results-oriented
independent
initiative
risk-taker
decisive
competitive
quick
goal-oriented

Supportive

consistent
team-oriented
deliberate
specialist
patient
attentive listener
cautious

Precise / Reflective / Reserved

diplomatic
analytical
accurate
fact-finder
systematic
cautious
attentive to detail

Outgoing / Optimistic

persuasive
enthusiastic
people-oriented
verbal
articulate
optimistic
energetic

Resource:
broncojobs.wmich.edu

CHRONOLOGICAL RÉSUMÉ FORMAT SAMPLE

Ima Tiger

Current Address:

123 College Street
Auburn, AL 36849
imatiger@auburn.edu
(334) 844-0000

Permanent Address:

9999 Dream Street
Sunshine, AL 36123

SUMMARY OF QUALIFICATIONS

- Energetic young professional seeking Public Relations Assistant Director position
- Innovative thinker with strong creative problem solving and analytical skills
- Strong communicator (verbal and written), experienced in technical writing, blogging and giving presentations
- Technologically savvy, proficient in utilizing Facebook and Twitter marketing strategies

EDUCATION

Auburn University; Auburn, AL | *Bachelor of Arts in Public Relations;* May 20xx
• GPA: 3.5/4.0

EXPERIENCE

- XYZ Organization;** Auburn, AL | *Social Media Intern;* January 20xx - Present
- Create Facebook and Twitter post calendar (over four months), increasing links back to website by 65%
 - Collaborate with supervisor to develop Facebook ad
 - Develop social media standards for organization

Social Sorority; Auburn University, AL | *President;* March 20xx - Present

- Direct 10-member executive council to achieve chapter/national goals
- Assess ideas and make recommendations for implementation
- Served as liaison to 225 member organization and national organization
VP of Marketing; March 20xx - February 20xx
- Created, implemented and maintained social media and website
- Managed print and promotional item design, printing and distribution
- Communicated effectively with members, University administration and national representatives

Sales Manager; Summers 20xx, 20xx and 20xx | *We Are Hip Inc.;* Sunshine, AL

- Supervised five sales clerks
- Maintained budget, inventory and payroll

TECHNICAL SKILLS

General Software: Proficient in Microsoft Word, Excel, PowerPoint and Publisher
Design: Proficient in Adobe Photoshop, InDesign and Illustrator
Social Media: Proficient in Facebook, Twitter, NING and blogging

FUNCTIONAL RÉSUMÉ FORMAT SAMPLE

Frank A. Functional

222 Poplar Street | Opelika, AL 36801 | H: 334.000.0000
C: 334.000.0000 | fafunction@auburn.edu

OBJECTIVE

To obtain advertising internship utilizing creative, writing and interpersonal skills

EDUCATION

Auburn University, Auburn, AL
Bachelor of Arts, English Major; May 20xx
• GPA: 3.80/4.00

KEY SKILLS

- Creativity**
- Created custom designed logo and promotional materials
 - Designed weekly flyers to advertise social functions
 - Developed ad lay-outs for school newspaper
 - Applicable course work: Advertising, marketing and public relations

Writing

- Wrote, edited and distributed monthly newsletter for academic honor society
- Published fictional stories in annual campus literary magazine
- Promoted non-profit organization through press releases on state-wide level
- Applicable course work: business writing

Interpersonal

- Coordinated publication of newsletter with 22 fraternities, Greek Life Office, and printing company to meet deadlines
- Exceeded goals for campus newspaper ad sales
- Communicated via phone and face-to-face with patrons interested in learning about non-profit organization
- Applicable course work: Personal Selling, organizational behavior, communication in organizations, persuasive discourse

Computer

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher), Adobe Photoshop and Illustrator
- Proficient in social media: Facebook, Twitter, Ning
- Working knowledge of web page design

EXPERIENCE/ACTIVITIES

Social Fraternity, Publicity Chair, January 20xx - Present
The Plainsman, Sales Rep, September 20xx - Present
Phi Beta Kappa, Secretary, March 20xx - 20xx
National Kidney Foundation, Intern, January - April 20xx

COMBINATION RESUME FORMAT SAMPLE

Cani B. Acombo
 Box 999 Auburn University | Auburn, AL 36849
 (334) 000-0000 | cmb@auburn.edu

OBJECTIVE Admittance into University of Mississippi Master of Arts in Creative Writing program

EDUCATION
Auburn University; Auburn, AL
Bachelor of Arts, English Major; May 20xx
 • GPA: 3.5/4.0

WRITING EXPERIENCE
The Plainsman; Auburn University; Auburn, AL
Editor; April 20xx-Present

- Proof incoming articles for weekly newspaper
- Write editorial pieces published through national, local and campus print and social media
- Create short stories for entertainment section bi-weekly

Happy Summer Camp; Statesville, GA
Creative Assistant; Summers 20xx, 20xx, 20xx

- Wrote, directed, and produced student play
- Supervised, edited and compiled 50 campers' (high school) collections of creative writing

KEY SKILLS

Writing

- Edited faculty research paper to be published nationally
- Wrote four short stories and three poems that were published in the University literary magazine
- Critiqued and creatively enhanced camp newsletter and parent letters

Creativity

- Participated in traveling improv drama group
- Designed history of film presentation for senior level course, open to entire campus

Computer

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher), and Adobe (InDesign, Illustrator, Photoshop), Internet, and email
- Working knowledge of Dreamweaver

HONORS
 Dean's List, All Semesters
 Sigma Tau Delta, May 20xx - present

REFERENCE PAGE FORMAT SAMPLE

Cani B. Acombo
 Box 999 Auburn University | Auburn, AL 36849
 (334) 000-0000 | cmb@auburn.edu

REFERENCES

Mrs. Jane Doe
 Advisor
The Plainsman
 Foy Student Union
 Auburn, AL 36849
 janedoe@auburn.edu
 334.844.0000

Mr. John Smith
 Director
 Happy Summer Camp
 1212 Plaza
 Statesville, GA 22222
 j_smith@camp.org
 111.111.1111

Dr. Sunny Shine
 Professor
 English Department
 Hailey Center
 Auburn University, AL 36849
 shinesu@auburn.edu
 334.844.1234