

Writing an Effective Resume

What is the purpose of the resume?

Resume Checklist

Overall Appearance and Content

- Makes an immediate favorable impression; easy to read
- Avoids using templates you find online – they are hard to update and look generic
- Looks appropriate for profession
- Separates info into categories for easy reading
- Makes efficient use of space
- Appropriately uses bold, underlining, etc.
- Not more than 2 pages in length
- Makes every word count.
- Supports and substantiates objective
- Does not use full addresses (no street names, city, state or zip)

Education Section

Objective (optional)

- Is clearly stated and conveys purpose

- Is reasonably short (1-3 lines)
- Is related to position applied or states the job title

Special Sections (may vary by major/field)

- Skills – focus on hard skills - technical, lab, tools, equipment, etc.
- Certifications - common for those with flight hours, state boards
- Licensure or Certification Assessments – list licensure received or list tests completed and scheduled (included dates) for license requirements

Organization

- Organizes categories so strongest qualifications listed first, consistent format throughout
- Related information organized together in categories
- No references listed on main resume

RESUME ACTION VERBS

When describing your experiences, start each bulleted phrase with a strong action verb to demonstrate a specific skill. Avoid starting your phrases with the words "responsible for." Instead, you want to provide the reader with a visual of how you acted on the job. Use the words listed to create a clear picture of your experiences.

Management / Leadership Skills

- assigned
- attained
- chaired
- collaborated
- consolidated
- contracted
- cooperated
- coordinated
- delegated
- directed
- enforced
- enlisted
- executed
- expedited
- facilitated
- governed
- improved
- increased
- initiated
- inspired
- led
- listened
- managed
- mediated
- motivated
- oversaw
- planned

Resume Planning Worksheet

OBJECTIVE

Examples: A (An) x position utilizing my x, y, and z skills OR A position in x field that would provide experience for insert future oriented goal

EDUCATION (list GC first. If you completed a significant amount of coursework ~~include~~)

major(s), minor(s), concentration(s)

grade point average (if above a ~~3.0~~)

related course work (maximum of ~~6~~ classes; only if applicable to objective)

SKILLS (Specify

Writing an Effective Cover Letter

What is the purpose of the cover letter? The cover letter tells an employer why they are receiving your resume and for which job you are applying. Study the job description so that you can specifically communicate what you are applying for and how your skills and experience best match the position. You can practice writing a cover letter but you will have to write a new one each time you apply for a job. If you do not change your cover letter with each job application, you will be less likely to convince a potential employer that you really want the job.

When do you send a cover letter? If you are applying