CREATING YOUR RESUME

A resume is a written summary of personal qualifications, education, and experience intended to demonstrate capabilities for a particular position. A resume should not be a full-fledged autobiography. It should present enough information in a brief, detailed, and specific manner to inform the employer about you. It should reflect your strengths and achievements in a well-arranged, attractive, easy-to-read format. The resume should always be current and contain relevant information to the specific position you are applying for.

CHECKLIST FOR A WINNING RESUME:

• Visual appeal

• Well organized and easily skimmed

• Free of errors

• Does not exceed two pages

• Current information relevant to the position sought

• Information is balanced on the page

• Name, telephone number and email address are clearly visible

• Underscoring, bold type and capitals are used appropriately

• Dates and numbers are kept to a minimum

• Past experience is presented in positive, active terms
  stressing achievements

• Include activities and honors which indicate leadership skills
  and organizational abilities.

• Action verbs are appropriate and are in the same tense

• Use your resume to sell yourself!

EXCLUDE THE FOLLOWING:

• The use of "I" statements

• Listing job duties rather than skills

• Flowery language

• Dishonesty

• Date you are writing the resume

• A picture

• Religious and political affiliation

• Salary requirement

• Reasons for leaving past positions

• Names and addresses of references

• Personal data (marital status, date of birth, height,
  weight, health, etc.)

• Any negative information

• Excessive lines and bullet points

• Color- it will be faded when printed or scanned

COMMONLY INCLUDED SECTIONS:
  • Contact Information
  • Skills/Abilities
  • Education
  • Work Experience
  • Awards/Honors
  • Activities/Volunteer Experience

Tips to Remember:

• Resumes are designed for one thing, to get you an invitation for an interview!
• The average employer spends only 20-30 seconds reviewing a resume!
• Make sure your resume stands out above the rest in order to get an interview!
• Your resume should be concise – preferably only one page (definitely no more than 2-3 pages).

Formal Name

Phone number in the format of xxx-xxx-xxxx
Preferably your Langston.edu email address

EDUCATION

Degree Name Here (See attached)   expected Month Year

Include minors and concentrations here

Langston University, Langston, OK

GPA if above 3.0/4.0 (If below a 3.0/4.0 consider GPA in major); Include Honors here

List most recent first, if you have attended more than one school. Don't list high school unless you are a freshman and you have had high school experiences that enhance your candidacy. Study abroad experience can be included here or highlighted in a separate section.

SKILLS

If you have any unique job relevant skills, list them here. Technical or computer skills are most important.

EXPERIENCE

Position Title   Month Year – Month Year

Organization Name, City, State

- Include accomplishments. Prospective employers are interested in how well you performed at your position, not just the tasks you completed.
- Use action words to describe your skills and accomplishments and match the tense with the time frame.
- Whenever possible, use numbers and give specific examples of results and achievements.

Position Title   Month Year – Month Year

Organization Name, City, State

- List most recent experience first, in reverse chronological order based off of the starting date.
- Freshmen/sophomores: only list high school experiences if they enhance your candidacy.
- Experience can also include ongoing volunteer work, a major class project, or leadership for a student organization.

ACTIVITIES

Title (Member, Volunteer, Treasurer, etc.), Club Name, City, State   Month Year – Month Year

List campus involvement, community involvement, leadership/offices held with dates and responsibilities.

LANGUAGES

List all languages other than English and at what level. Employers are most interested in languages you could use on the job.

HONORS AND AWARDS

List noteworthy academic, athletic, community, club and employer recognition here.