

# The Resume

## The Resume:

The resume is a 1 to 2 page summary of your general or specifically related experience to a particular job or field. Resumes are utilized by employers to screen applicants and is usually the first step in the process to acquiring a job position.

## Getting The Job:

The job market is very competitive so you must stand out and here are some of the ways to do just that:

- Format your resume neatly and consistently
- Provide all documents required for that position
- Anticipate unusual interview questions
- On your resume try to provide unique skills
- Read the job description carefully and add key words from the job description into your resume and cover letter
- Make sure you can explain everything you add to your resume, do not add something that you cannot account for
- Explain things, you cannot assume that employers know what you did in a prior position

# Resume Basics

## Getting Started:

- Make an Outline: Start with a rough draft of your education, skills, and experience.
- Start from a Blank Word Document: It is preferred by employers that you do not use a template.

## Resume Construction:

- Objective: Try to start with the words “To obtain” and use word like “utilize” when constructing an objective statement. Try to tell the employer what you can do for them instead of what they can do for you. Avoid using terminology like “...to help me further my skills in...”
- Education: You want to put your most recent degree first and **NEVER** put your high school diploma on a resume unless it is a federal resume. List the degree received first not the name of the school. When adding a GPA, you may put your overall GPA or your major GPA, which ever one is highest is best. You may also add a section of related coursework under the education section that highlights specific courses related to the field for which you are applying. Only put the coursework that you have *completed*, in progress coursework should not be listed.
- Skills and Abilities: Try to add skills in relation to the job description for example if the description says you must have good listening skills, add it to your skills section. Take your time with this section it may take awhile to come up with really unique skills and abilities.
- Internships: Relevant internships are a good way to show the employer that you have experience in the field.
- Employment: List most recent employment first and provide detailed, but to the point, descriptions on how and what you did in your previous places of employment
- Other Possible Headings: (Depending on your actual experience)
  - *Medical Experience*: If you worked in a hospital, maybe instead of using “Internship” you may want this unique heading
  - *Mentoring Experience*: If you had an internship where you were some kind of an advisor you may want to use this heading
  - *Leadership Experience*: This is an important one, if you were in charge of a group you may want this heading
  - *Volunteer Experience*: Employers prefer this heading over “Community Service”
  - *Publications*: Journal articles, magazines etc.
  - *Special Awards*: (Note: Deans list and other education related awards should go under education)
  - *Any other heading* you can think of that would set you apart from the other applicants

# Sample Resume

The following is an example of resume format. Each applicant will have different content in each section based on experience. Resumes should range from one to two pages in length depending on experience.

**Jane D. Student**  
1234 Anywhere Street  
Your Town, Virginia 12345  
Jane.student@yahoo.com  
(555) 555-5555

## **OBJECTIVE:**

To obtain a position in your agency/company so that I may utilize my skills my observational, technical, business, and interpersonal skills.

## **EDUCATION:**

### **Bachelor of Science in Psychology**

Graduated May 2008

Minor in Business Management and Accounting

Christopher Newport University, Newport News, Virginia 23606

Overall GPA: 3.0/4.0

Major GPA: 3.6/4.0

## **SKILLS AND ABILITIES:**

- Proficient Knowledge of Microsoft word and excel
- Great listener who learns quickly
- Knowledgeable f various computer networking systems

## **MANAGEMENT EXPERIENCE:**

### **Head Event Coordinator**

May 2007—June 2009

Ferguson Center for the Arts, Newport News, Virginia 23606

- Supervised 42 employees in the setup of various events
- Coordinated over 2000 events which included weddings for more than 1000 guests, high profile events for senators, and fundraisers
- Negotiated contracts with caterers by drafting the contracts and having one-on-one meetings with caterers
- Managed the finances of the Ferguson center by keeping track and balancing the capital

### **Undergraduate Student Counselor**

March 2006—March 2007

Community Counseling Services, Hampton, Virginia 23669

- Supervised 16 adolescences aged 15 to 16 years and helped them with any problems they faced relation to school
- Mentored students who were facing personal problems by conducting one-on-one appointments and group sessions
- Managed social events conducted by the center by utilizing marketing techniques such as making fliers and phone calls to parents of the students and to the local schools

## **VOLUNTEER EXPERIENCE:**

### **Summer Camp Counselor**

June 2008—August 2008

YMCA, Newport News, Virginia 23606

- Supervised 45 children aged 3 to 5 years old
- Provided first aid to the children when they injured themselves by utilizing my CPR and sterilization techniques
- Taught the children how to play various sorts by utilizing diagrams and my skills as a skills counselor to work with children who needed extra help

### **Research Assistant**

August 2007—May 2008

CNU Department of Psychology, Newport News, Virginia 23606

- Analyzed data using SPSS and Microsoft excel
- Created unique research questions to help guide the research process
- Administered questionnaires to more than 500 students with the purpose of gaining knowledge about their social networks

**If you have any additional questions, please contact the Center for Career Planning at 757-594-8887 or visit our website at <http://ccp.cnu.edu/>**