

RÉSUMÉ TIPS

1. Make sure your e-mail address is professional, simple and easy to read/remember.
2. List the sections of your résumé in order from greatest to least importance.
3. Use résumé paper when attending a job fair or interview.
4. No résumé should be longer than two pages, but one page is better.
5. Do not repeat the exact same description for two separate experiences; find a new way to word the description.
6. You should use a font between 10 and 12 except for your name which can be larger. Remember to use a commonly-used font such as Times New Roman or Arial so that anyone can open and read your document.
7. Margins can be as small as 0.5 or as large as 1.0 on all sides.
8. Never put references on your résumé; they should be on a separate sheet and only given to employers when asked.
9. ALWAYS check your spelling, grammar and punctuation for typos!
10. Make sure you use present tense verbs to describe a current situation and past tense verbs to describe something that has already been completed.
11. Use white printer paper when faxing or scanning a resume.
12. Your high school information should be removed from your résumé once you have been in college for two years.
13. Do not use abbreviations for industry terms; spell the words out.
14. Make sure that anyone answering your contact phone number can sound professional and take a complete message. Make sure there is an answering machine or voicemail so that the employer can leave a message – make sure the greetings on these are professional as well.

Your résumé is ultimately a reflection of you so you should be happy with the way it looks!

WHAT SHOULD I PUT ON MY RÉSUMÉ?

- **NAME**

Include first (given) name FIRST, middle name/initial (optional), then last name (surname) LAST.

- **ADDRESS**

Include local and/or permanent address.

- **PHONE NUMBER/E-MAIL**

Include day and/or evening numbers, as well as e-mail if applicable. Make sure they are professional!

- **OBJECTIVE**

This is not required but if you choose to write an objective briefly indicate a specific position (i.e. avoid stating that you want a “challenging career opportunity”).

- **EDUCATION**

List in reverse chronology. Include institution, location, school division, degree, graduation date or expected graduation date, all majors and minors and GPA if above 3.0.

- **HONORS**

List any honors, scholarships, or awards you have received, including any received from community or civic organizations.

- **RELEVANT COURSEWORK**

List courses—even if outside your major—that are relevant to the position. Focus on electives and upper-level courses.

- **EXPERIENCE**

Include paid employment, internships, volunteer work, and military service. List employer/organization, location (city and state only), job title, dates of employment and a brief job description. When writing the job description, be concise and concrete. Use action verbs (see next page). Describe responsibilities and skills used. Emphasize results and accomplishments! Do not lead with “Duties” or “Responsibilities.” Omit pronouns. Include specific details of the experience that are relevant to your job objective. Six or seven lines of information is enough. For less relevant experience, (e.g., babysitting, when you want a job in broadcasting), summarize the responsibilities in one or two lines.

- **ACTIVITIES**

Include club memberships, student government, community service and participation in athletic teams. Emphasize leadership duties, if any. If the bulk of your experience was gained through any activity, list it under EXPERIENCE and describe your work as recommended above.

- **SKILLS** Include all computer, foreign language, and technical skills, even if you are less than proficient in them.

Characterize your level of ability as “familiar with,” “knowledge of,” or “experience in.”

- **INTERESTS**

This section adds a personal dimension to the resume. Be specific. Three is sufficient.

ACTION VERB LIST

Accelerate	Clarify	Edit	Increase	Perform	Revamp
Accomplish	Close	Effect	Incur	Pinpoint	Review
Achieve	Co-author	Elect	Inform	Pioneer	Revise
Acquire	Collaborate	Eliminate	Initiate	Plan	Revitalize
Activate	Collect	Employ	Innovate	Prepare	Salvage
Actuate	Combine	Encourage	Inspect	Present	Save
Adapt	Communicate	Enforce	Inspire	Preserve	Schedule
Address	Compile	Engineer	Instigate	Preside	Segment
Administer	Compose	Enhance	Instruct	Prevent	Select
Advise	Compute	Enlarge	Insure	Process	Sell
Affect	Conceive	Enrich	Install	Procure	Serve
Allocate	Conceptualize	Establish	Instill	Produce	Service
Amend	Conclude	Estimate	Institute	Program	Settle
Amplify	Condense	Evaluate	Interface	Promote	Shape
Analyze	Conduct	Examine	Interpret	Prompt	Simplify
Anticipate	Consolidate	Exceed	Interview	Propose	Solve
Appoint	Construct	Execute	Introduce	Prove	Specify
Appraise	Contact	Expand	Invent	Provide	Stage
Approve	Contribute	Expedite	Investigate	Publicize	Standardize
Arbitrate	Contrive	Explain	Isolate	Publish	Stimulate
Arrange	Control	Expose	Issue	Purchase	Streamline
Assemble	Convert	Extend	Launch	React	Strengthen
Assess	Coordinate	Extract	Lead	Recommend	Structure
Assist	Correct	Facilitate	Lighten	Reconcile	Study
Assume	Counsel	Forecast	Liquidate	Record	Suggest
Attain	Create	Form	Localize	Recruit	Summarize
Attract	Cultivate	Formalize	Locate	Rectify	Supersede
Audit	Decentralize	Formulate	Maintain	Redesign	Supervise
Augment	Decrease	Fortify	Manage	Reduce	Supply
Author	Define	Find	Market	Refine	Support
Authorize	Delegate	Frame	Minimize	Regain	Surpass
Automate	Demonstrate	Fulfill	Moderate	Regulate	Survey
Avail	Design	Gain	Modernize	Reinforce	Systematize
Award	Determine	Gather	Modify	Reject	Teach
Balance	Develop	Generate	Motivate	Relate	Terminate
Broaden	Devise	Govern	Negotiate	Re-negotiate	Test
Budget	Devote	Guide	Nurture	Reorganize	Tighten
Build	Diagram	Handle	Obtain	Replace	Trace
Buy	Direct	Hire	Offer	Report	Trade
Calculate	Discover	Identify	Operate	Represent	Train
Capture	Distribute	Illuminate	Organize	Research	Translate
Centralize	Document	Implement	Orient	Resolve	Utilize
Challenge	Double	Improve	Originate	Restore	Win
Change	Draft	Improvise	Overhaul	Restructure	Write
Chart	Earn	Inaugurate	Perceive	Retrieve	Work

TIPS FOR WRITING COVER LETTERS

The cover letter should be brief, no more than four or five paragraphs and no longer than one page.

Your name
Mailing Address

Date

Name, Title
Organization Name
Mailing Address

Dear Mr., Ms., Mrs. (use Sir or Madam instead of To Whom It May Concern):

Paragraph 1: Begin by stating why you are writing, naming the specific position you are applying for, or the type of position you are interested in and how you learned of the position (i.e. Washington Post, and state the day and date of publication). If you are writing as a result of a reference, mention the fact and give the person's name and title.

Paragraph 2 (and 3): Summarize your qualifications for the position: education, experiences, skills, interests and values. Explain why you are interested in the position and why you are an appropriate person for the job. Give specific examples from your experiences that relate to the position. Show that you know something about the organization.

Concluding paragraph: This paragraph describes what your next step will be. Decide how you want to follow up your application. You may state when you plan to follow up and/or tell them how they can reach you. Be sure to thank them for their time and consideration.

Sincerely,

Your name

Leave more empty space between your typed name and the word "Sincerely" if you plan to physically sign the letter.

7 SECRETS OF SUCCESSFUL INTERVIEWING

1. Be Enthusiastic

- Interest or love for a career field (may compensate for lack of paid experience)
- Have energy and Smile
- Demonstrate your interest with examples
- Don't go overboard!

2. Behave Professionally

- Make sure you can get messages (roommates or family members may not always take messages down)
- Wear professional attire to an interview
- Arrive 15 minutes early in case you have to fill out applications
- Follow-up
- Don't appear desperate

3. Do Your Homework

- DO YOUR RESEARCH on the industry, profession and company
- Discuss career path decisions with someone who has the position you want

4. Remember that Honesty is ALWAYS the Best Policy

- Recruiters will verify dates of employment and education (among other things)

5. Know Where You Are Going

- Interviewers should not lay out career goals for you
- Know where you are going and why
- You need to have focus, maturity and a sense of self

6. Be an Effective Communicator

- Don't talk too much; listen to the questions carefully
- Ask for clarification if something is unclear; restate the question in your answer
- Ask questions to show you've researched and thought about important issues

7. Sell Yourself

- Sell skills and future value by using examples
- Translate what you've done into benefits employers can use
- Remember your potential!

MORE INTERVIEWING TIPS

- Know where you are going and how long it takes to get there. Arrive 15 minutes early so that you are not rushed and/or stressed.
- If given an application, fill it out completely and don't leave any blanks.
- Dress professionally, first impressions count!
- The right mental attitude is important (Go for the offer—Show your personality).
- Review the job description and the company Web site. Nothing is more impressive than a candidate who knows what he/she wants to do and how he/she fits into the company.
- Try to make the interview structure 50/50. You want to learn as much about the position as the interviewer learns about your background or skills.
- Review your résumé prior to the interview. Know highlights from your skills and work history that make you a good fit for the job. Also know dates of employment; it is important that what you say is consistent with your résumé.
- Make your answers concise. Share examples, but don't be excessive.
- Make sure your body language conveys your enthusiasm for the position. Have a good, firm handshake, sit up straight, smile, make good eye contact and be attentive to what the interviewer has to say.
- Relax; Let your personality and professionalism shine!
- Sell yourself positively! No Negatives! (Avoid discussing unpleasant experiences or negative comments—this includes overly negative comments about past superiors.) Know what your strengths are and feed off them.
- Don't discuss vacation, bonuses, etc. Ask about these when you get the offer.
- Always ask questions about the job and company. This shows your knowledge of the company. (Examples are on the next page.)
- Answer all questions honestly and to the best of your ability. (Examples are on the next page.)
- When the interview is over, make sure you shake hands and thank the interviewer again by name. Write a thank-you note to the interviewer – an email is usually sufficient.

SAMPLE QUESTIONS: BE PREPARED TO ANSWER

- Why do you believe you are qualified for this position?
- Have you ever accomplished something that you didn't think you could?
- How do you handle pressure? Do you dislike or like these situations?
- Can you describe situations where you took the initiative?
- How have you grown or changed over the past few years?
- What would you consider your strengths?
- What would you consider your weaknesses? How do you work to overcome these weaknesses?
- Deadlines, frustrations, difficult people, and silly rules can make a job difficult. How do you handle these types of situations?
- How has your technical ability been important in accomplishing results?
- How would you handle a situation with tight deadlines, low employee morale, and inadequate resources?
- Why should we hire you for this position? What kind of contribution would you make?
- Describe yourself in three words.

SAMPLE QUESTIONS: TO ASK THE INTERVIEWER

- What are the responsibilities of the position? What are the most important aspects of the position? What results are expected of this position? How is one successful in the position?
- What opportunities are associated with this position?
- What characteristics--personal and technical-- must an individual possess to be successful in this position?
- Are there projects in motion for which I will inherit responsibility? What are their history and status?
- What are the goals of this company and department? How does this position relate to the rest of the organization, and how important is it to the company's objectives?
- How would you describe your personal management style? Is this consistent with the corporate approach?
- What criteria will be used to evaluate my performance?
- How did you come to work here and why do you stay?

