

RÉSUMÉ QUICK TIPS

THE RÉSUMÉ

- Communicates your skills, major strengths, and future potential
- Lets an employer see your value to their organization

PURPOSE

- Get the interview
- Structure the interview
- Remind the interviewer about you
- Justify the hiring decision to others
- Helps you prepare for the interview and entire job search process

COMPONENTS OF A RÉSUMÉ

- Required sections: contact information, education, experience
- Optional sections: objective, profile/skills summary, activities, honors and awards, interests

RECOMMENDED FORMAT

- Chronological: states experience, jobs and dates together, usually in reverse chronological order

WRITING TIPS

- One page is strongly recommended unless the strength of your relevant experience requires to a second page.
- The one thing you must do is envision the ideal candidate for the job you want. What features, attributes, traits, skills and strengths would the ideal candidate possess?
- There are no rules that cannot be broken, with cause...except being error-free.
- Put the information in order of interest to your targeted reader.
- Never, never tell a lie.
- It's your job to advertise your abilities. Don't be modest!
- Use action verbs, be consistent in tense, avoid paragraphs, use concise phrases led by bullets, proofread for typing, grammatical and spelling accuracy.

TRICKS OF THE ELECTRONIC TRADE

- Lift key words and phrases from position posting and use them on your résumé and any other online applications you may be asked to submit.
- Mention your critical job skills early and often so the software program perceives both recent and frequent experience.
- The software can advantage local candidates. Use a friend's address or rent a post office box if you are out of town.
- Continue to network to find a human to drive your application internally.

ADDITIONAL INTERNET RESOURCES

UO Career Center website: uocareer.uoregon.edu

- Select "Resumes and Cover Letters" for more information on layout, resume sections, etc.
- *Optimal Résumé* is available for students desiring a step by step on-line tutorial and formatting program to build a résumé

Example Sections of a Résumé

NAME

Street Address • City, State Zip Code • Phone Number
Email address

OBJECTIVE - - OPTIONAL

- Tells an employer what kind of job you are looking for
- Be specific about industry or position if you know it
- May be stated in a cover letter

QUALIFICATIONS OR PERSONAL STRENGTHS - - OPTIONAL

- Makes assertions about abilities, qualities, experience and achievements
- Present relevant information related to your objective

EDUCATION

- List pertinent educational history (college/university) in reverse chronological order. (most recent and back)
- Lead with degree earned, institution, date. Example- B.A. in Political Science and Philosophy, University of Oregon, June 2008 (can be on multiple lines)
- Optional: Can add bullets describing minor studies, languages, scholarships/academic honors, GPA, study abroad, etc.
- Optional: Related coursework can be listed in Education or a separate section

EXPERIENCE

- Lead with position title, followed by organization, location and employment dates
Example- Customer Service Representative, Royal Caribbean, Eugene, OR (2008-present)
- Avoid a review of your duties – focus on skills/results and lead with strong descriptive **action verbs** (examples of action verbs listed on following page)
- Can include work, internship and leadership activities (paid and unpaid)
- Use numbers to add dimension to your statements. Example- Increased attendance at annual conference by 20%; supervised and delegated work assignments to 5 student workers; contributed to professor's research by reviewing and analyzing 35 articles
- When preparing statements, constantly ask the questions “who, what, why, where, when and how” to clarify and add interest
- Use bullets to draw attention to action verbs leading résumé statements-employers want to skim for detail and will not read lengthy paragraphs

COMMUNITY SERVICE/LEADERSHIP/ACTIVITIES - - OPTIONAL

- Includes community or university activities not mentioned in Experience section
- Typically will be formatted as a list and may not require bulleted statements.

SKILLS - - OPTIONAL

- List skills relevant to the job you are applying to and not immediately apparent from your education or experience description, e.g. computer literacy, languages, writing, technical skills, etc.

HONORS / AWARDS - - OPTIONAL

- Typically will be formatted as a list.

INTERESTS - - OPTIONAL

- List interests to show diverse skills/well roundedness. Section may serve as a conversation starter in interviews.

REFERENCES

- No need to report “References available upon request” – it is presumed
- Suggested to have names and contact information for references on a separate page; may also want to include the relationship the person had to you (past supervisor, faculty advisor)
- References are typically past or current employers, faculty, or advisors who can speak to your skills and performance related to work. Be sure to secure permission before sharing references with a potential employer.

ACTION VERBS

ANALYSIS & PROBLEM SOLVING

Abstracted
Analyzed
Appraised
Briefed
Clarified
Compared
Computed
Correlated
Critiqued
Debated
Defined
Determined
Diagnosed
Dissected
Evaluated
Examined
Identified
Interviewed
Investigated
Judged
Maintained
Mapped
Monitored
Observed
Perceived
Ranked
Read
Reasoned
Related
Researched
Reviewed
Screened
Scanned
Solved
Studied
Summarized
Surveyed
Synthesized
Verified
Visualized

ASSISTANCE

Advised
Bolstered
Collaborated
Contributed
Consulted
Cooperated
Enlisted
Facilitated
Fostered
Helped
Participated
Referred
Served
Strengthened
Supported
Sustained

COMMUNICATION

Addressed
Advertised
Answered
Briefed
Communicated
Corresponded
Debated
Explained
Expressed
Facilitated
Interpreted
Interviewed
Lectured
Listened
Narrated

Prepared
Presented
Publicized
Recorded
Responded
Spoke
Wrote

CREATION & DEVELOPMENT

Adapted
Authored
Bolstered
Built
Charged
Clarified
Composed
Conceived
Corrected
Created
Designed
Developed
Devised
Discovered
Drafted
Eliminated
Established
Expanded
Expedited
Initiated
Innovated
Instituted
Integrated
Introduced
Invented
Launched
Modified
Originated
Perceived
Performed
Planned
Prioritized
Produced
Promoted
Proposed
Recommended
Reduced
Restored
Refined
Revamped
Shaped
Simplified
Solved
Styled
Streamlined
Substituted
Visualized

ACHIEVEMENT

Advanced
Assured
Bolstered
Eliminated
Encourage
Enhanced
Expanded
Facilitated
Fostered
Generated
Guaranteed
Identified
Improved
Increased
Inspired
Mastered
Maximized
Motivated

Obtained
Overcame
Promoted
Reduced
Restored
Stimulated
Strengthened
Upgraded

TEACHING & COUNSELING

Adapted
Advised
Advocated
Aided
Assessed
Assisted
Bolstered
Briefed
Cared
Charged
Clarified
Coached
Comforted
Communicated
Conducted
Coordinated
Demonstrated
Educated
Empathized
Enabled
Encouraged
Enlightened
Guided
Helped
Implemented
Improved
Influenced
Informed
Inspired
Interpreted
Investigated
Observed
Perceived
Persuaded
Restored
Saved
Shared
Solved
Spoke
Stimulated
Strengthened
Substituted
Supported
Sustained
Taught
Trained
Validated

OPERATIONS

Adjusted
Adapted
Bolstered
Clarified
Corrected
Eliminated
Expedited
Facilitated
Fixed
Implemented
Installed
Performed
Prepared
Prioritized
Produced
Programmed
Promoted

Reduced
Repaired
Serviced
Set
Transported
Upheld
Used
Utilized

NEGOTIATION

Advised
Advocated
Arbitrated
Bargained
Expedited
Facilitated
Lobbied
Mediated
Merged
Motivated
Negotiated
Persuaded
Promoted
Reconciled
Solved

ORGANIZATION

Accumulated
Arranged
Assembled
Built
Catalogued
Clarified
Classified
Coordinated
Correlated
Detailed
Developed
Facilitated
Filed
Gathered
Graphed
Identified
Inspected
Located
Maintained
Mapped
Met (deadlines)
Methodized
Obtained
Organized
Planned
Prioritized
Processed
Programmed
Reorganized
Reproduced
Retrieved
Revamped
Revised
Scheduled
Simplified
Solved
Streamlined
Structured
Synthesized
Systemized
Updated

SERVICE

Attended
Cared
Catered
Delivered
Entertained
Facilitated
Listened

Maintained
Prepared
Procured
Provided
Satisfied
Served
Supplied

PERSUASION

Aided
Advertised
Auctioned
Bolstered
Enlisted
Facilitated
Helped
Improved
Led
Maintained
Motivated
Negotiated
Persuaded
Promoted
Purchased
Raised
Recommended
Recruited

SUPERVISION & MANAGEMENT

Administered
Allocated
Approved
Arranged
Assigned
Authorized
Bolstered
Coached
Conducted
Decided
Delegated
Directed
Dispatched
Distributed
Educated
Encouraged
Enforced
Evaluated
Executed
Exercised
Expedited
Facilitated
Fired
Followed (through)
Hired
Implemented
Instructed
Led
Maintained
Met (deadlines)
Monitored
Motivated
Organized
Oversaw
Planned
Prepared
Regulated
Reinforced
Responded
Retained
Reviewed
Scheduled
Supervised
Taught
Trained