



## Résumé Tips

Handout courtesy of Angela Gulick

The purpose of this handout is to give you some tips regarding résumés.

1. **Remember** – Your materials not only show your skills and background; they also show your ability to communicate with language and pay attention to details.
2. **Be Selective** – You aren't writing your autobiography here. Employers are looking for specific skills, knowledge, abilities, and work experiences that relate to the advertised position.
3. **Check with Professionals in Your Field** – Each profession has its own guidelines for what is acceptable in employment materials. It is worth your time to learn these guidelines.
4. **Be Meticulous** – With lots of people competing for jobs, employers can be choosy. The messy, poorly formatted, and grammatically incorrect résumé can give an employer reason to reject you.
5. **Be Conservative** – When formatting your materials, err on the sides of subtlety and tradition unless you are in a profession that rewards creativity (i.e., advertising, graphic design, computer animation, interior design, fashion). **Check with professionals in your future career to be on the safe side.**
6. **Be Aware of Supplemental Materials** – Some employers require materials such as transcripts, letters of reference, philosophy statements, portfolios, or photographs. Find out what is needed in your field.
7. **Think Skim-Ability** – Employers, on average, spend 45-60 seconds skimming a résumé, so make your main points stand out. Here are some suggestions:
  - Use headings in a slightly increased font size to make categories of résumé clear.
  - Use bold print or capital letters to highlight key ideas.
  - Use bullets (•) for sub points.
  - Use white space to set off the different sections of your résumé.
8. **Use Powerful Action Verbs** – Résumé writers rarely use “I” or write in complete sentences. Rather, writers use action verbs that quickly highlight key skills. Here is an example:
  - I was the leader of a group of faculty, and together, we were all responsible for setting up and running a computerized classroom. >>>>>**This version isn't very skimmable.**
  - versus*
  - Led faculty team to set up and run computerized classroom >>>>>**This version is more skimmable.**
9. **Be specific** – Note the difference between these two details:
  - Advised campus organizations >>>>>**This version is very vague and unhelpful.**
  - Advised and maintained \$25,000 budget for University of Alaska Anchorage's Accounting Club and Business Club >>>>>**This version provides specific duties/club names.**
10. **Remember** – The Writing Lab (room D133) and the Career Center (room A175) are here to help you.