The resume is a marketing tool designed to get you an interview. It is a summary of skills, qualifications, education and experience that advertises what you have to offer to a prospective employer. To interest employers, the resume should be concise, easy to read, and contain pertinent information directly related to the job for which you are applying. There is no 'on-size-fits-all' resume: keep your audience in mind when you write and target it to them directly.

CATEGORIES OF INFORMATION

Personal Information. Your name, address, phone number, e-mail address (and LinkedIn URL) go at the top of the resume. See our resume samples and note the different ways you can place this information. Also, know that U.S. citizenship may be a requirement for certain positions and should be included if applying to organizations that require it.

Federal regulations prohibit employers from making inquiries about the personal information of prospective applicants in the areas of age, sex, marital status, disability, race and religion. Do not include any of this information on your resume!

Objective. This is a clear and concise statement naming the position in which you are interested, as well as the name of the employer. Use specific objectives like this when you are applying for individual jobs, and a more general objective when handing out resumes at a job or career fair.

Summary. If you had 2 – 3 phrases or sentences in which you would describe yourself to an employer, what would you say? Your Summary needs to capture your "best stuff" as it pertains to the particular job for which you are applying. This section could also be titled "Profile" or "Qualifications.*"*

Education. Your current or most recent degree program should be listed first. Previously earned degrees are listed next. If you have a bachelor's degree, do not list associate degrees and don't include high school unless you are a freshman. Listing your GPA is optional, but some employers may require it.

Major or *Relevant Coursework.* If you have little or no work history, or no experience in your field of interest, you can list from six to ten course titles in this section. This will ensure the reader that you have taken these courses, and it will help you fill up space, if this is needed.

Special Projects. If relevant, list the name of the class project along with a brief description. Indicate whether it was a personal or team project.

Work Experience. Begin with your most recent experience and include the job title, employer, location of the employer, dates of employment, and job duties. You can include internships, unpaid jobs and significant volunteer experience if they directly relate to your goal. Use *action verbs* to describe your responsibilities. (A resume verb list is on page two). Use specific jargon or phrases that are known in your target industry. Remember to list those job duties that relate to the type of work you are seeking.

Special Skills. Include computer languages or proficiency in the use of particular software, fluency in foreign languages, public speaking or presentation skills.

Volunteer Experience. Indicate the name of the organization, its location and your role within it. Do not include dates of one-time events, but you can date experiences that show committed involvement.

Memberships, Campus/Community Activities, Honors or Awards. List the names of professional, community and campus organizations to which you belong, including offices or leadership positions held. List any scholarships, honors or awards you have received, as well as the name of the donor.

References available upon request. This phrase should appear last on your resume. Your actual list of references (try to get three) will be separate and should be provided only when an employer asks for it. (Remember to take the list with you to your interviews).

PUTTING IT ALL TOGETHER

There are no fixed rules to the way resumes are written, but the following guidelines apply in most cases:

- Write your own resume: don't pay someone to do it or use a template. Make use of your Microsoft Word skills!
- Complete a typed draft of your resume, then schedule an appointment with a career counselor for a resume critique.
- Employers generally prefer resumes in reverse chronological order. However, if you are seeking a job that is unrelated to your experience, you may consider creating a resume that emphasizes general skills and areas of expertise that can be transferred to a different work environment. (For more information, ask a career counselor about "functional" resumes.)
- Use capitalization and/or bold for emphasis, not italics.
- Do not use personal pronouns (I, me, my). Use correct verb tense and be consistent with it.
- Use the same typeface throughout the resume. Suggested typefaces: Times New Roman, Arial, Optima. Also, choose to use 10, 11 **or** 12 pt. font.

VISUAL IMPACT – Employers expect a professional-looking product with a consistent format. Proofread to eliminate spelling, punctuation and typographical errors. If you are printing out your resume, choose 24+ lb. white, gray or neutral-colored paper.

RESUME LENGTH – If you are emailing your resume, length is unimportant. However, if you are dealing with the hard copy, you want to go for one page, or two *full* pages.

"keywords" that were used in the description. Remember to put your information in the order of the employer's preference: in other words, put your 'best stuff' or most impressive credentials toward the top. (Employers may spend only 10 – 20 seconds scanning your resume, and in that time they want to be impressed!) Then find out how the employer wants to receive your resume and follow their instructions precisely.

Other considerations

Sending Resumes. The formatted resume is appropriate for mailing (don't fold it: send in a large envelope), faxing, in person use, uploading, or emailing as an attachment.

Special Note: When emailing your resume, don't forget to include something specific on the subject line, such as "Resume of Victor Vong, Applicant for Accountant I Position." If you leave the subject line blank or have a general message, it is unlikely your message will be opened.

What is a CV (curriculum vita)? A CV is a very detailed type of resume required for graduate and professional school admission, as well as job opportunities related to science, research and higher education. You can adapt your current resume into a CV by adding three sections: (1) research experience; (2) teaching/mentoring experience; and (3) publications, poster presentations and conference attendance. Career Center counselors are available to critique your CV's.

Tailor your resume!

There are many different resume formats and no one "right" one. Resume samples are available online, and there are many resume guides available: check out the Career Center Library, your local public library, or new and used bookstores. Two different resume samples follow. But no matter which format you choose, **you must focus on tailoring the resume to the needs of the employer whose job you are applying for.**

How can you do this? Carefully read the job description for the position. Then write the resume to fit the job requirements, using some of the terminology, or

Sample Action Words

Verbs

Accelerated
Accompanied
Accounted
Achieved
Acquired
Adapted
Addressed
Adjusted
Administered
Advanced
Advertised
Advised
Advocated
Allocated
Analyzed
Anticipated
Applied
Arranged
Assembled
Assessed
Assigned
Assisted
Audited
Authorized
Balanced
Briefed
Budgeted
Built
Calculated
Catalogued
Centralized
Chaired
Changed
Clarified
Classified
Collaborated
Collected
Communicated
Completed
Composed
Conceived
Condensed
Conducted
Constructed
Consulted
Contracted
Contributed
Controlled
Converted
Cooperated
Coordinated
Correlated
Corresponded
Created
Cultivated
Customized
Decided
Defined

Delivered
Demonstrated
Designed
Determined
Developed
Devised
Directed
Discovered
Displayed
Documented
Drafted
Earned
Edited
Educated
Effected
Eliminated
Enacted
Encouraged
Enforced
Engineered
Enhanced
Employed
Established
Evaluated
Exceeded
Executed
Exhibited
Expanded
Expedited
Explained
Explored
Facilitated
Finalized
Focused
Forecasted
Formalized
Formed
Fostered
Fundraised
Gathered
Generated
Governed
Grouped
Guided
Handled
Headed
Hired
Identified
Illustrated
Implemented
Improved
Improvised
Incorporated
Increased
Influenced
Informed
Initiated
Innovated

Installed
Instructed
Integrated
Interpreted
Interviewed
Invented
Investigated
Justified
Kept
Launched
Learned
Led
Licensed
Located
Logged
Maintained
Managed
Manufactured
Mapped
Marketed
Mastered
Mediated
Mobilized
Modeled
Modified
Monitored
Motivated
Navigated
Negotiated
Observed
Obtained
Officiated
Operated
Orchestrated
Ordered
Organized
Outlined
Oversaw
Participated
Perceived
Performed
Persuaded
Piloted
Planned
Prepared
Prioritized
Processed
Procured
Produced
Programmed
Projected
Promoted
Proposed
Proved
Provided
Publicized
Published
Purchased

Quantified
Realized
Recommended
Reconciled
Recruited
Reinforced
Reorganized
Reported
Researched
Resolved
Responded
Revamped
Reviewed
Revised
Scheduled
Screened
Secured
Selected
Served
Simplified
Solved
Spearheaded
Specialized
Staffed
Streamlined
Strengthened
Structured
Studied
Supervised
Supplied
Supported
Surveyed
Synthesized
Tabulated
Tailored
Targeted
Taught
Tested
Trained
Transferred
Translated
Troubleshot
Tutored
Updated
Upgraded
Used
Utilized
Verified
Volunteered

Adjectives

Active
Capable
Collaborative
Conscientious
Creative
Dedicated
Dependable
Detail-oriented
Determined
Distinctive
Educated
Effective
Efficient
Exceptional
Experienced
Goal-oriented
Honest
Inquisitive
Notable
Practical
Productive
Proficient
Punctual
Reasonable
Reliable
Responsive
Substantial
Useful
Vital

SAMPLE 1

CRYSTAL JONES

710 E. Hodges Dr. #8   Pasadena, CA 91101   (626) 666-6666   2clj@4link.net

Highly motivated individual with significant web design experience and knowledge of computer hardware, computer communications, and systems engineering.

EDUCATION

Bachelor of Science degree in Electrical Engineering   06/2016
California State University, Los Angeles (Cal State LA)

COMPUTER SKILLS

BASIC, C/C++, AutoCAD, MATLAB, Verilog, SPICE, PSPICE, Assembly, Java, DOS, Windows 95/98/NT/2000/Me/XP, Macintosh OS 7.1+, Sun Workstations, MS Office, Microsoft Exchange, Lotus, Filemaker Pro, Adobe Photoshop. Proficiency with internet, browsers, computer networking, Telnet, FTP.

RELATED EXPERIENCE

Web Developer, Charo's Barbeque Restaurants, Covina, CA   08/2013 – present
Design, test, implement and maintain web site for restaurant chain that also has online mail order business. Wrote and updated users' manual.

Intern, York Sustainability Options, Los Angeles, CA   01 – 06/2016
Custom designed and sized solar PV systems for residential customers. Participated in research and marketing projects to promote renewable energy. Conducted price/watt comparisons on other solar power systems and wrote content for company blog to educate the public on the benefits of solar electric power.

Intern, Southwestern Energy, Sun Valley, CA   summer 2015
Studied and reported on CSP technologies and their possible practical use.

ADDITIONAL EXPERIENCE

Tutor, McGreevy Middle School, Los Angeles, CA   10/2008 – 6/2010

HONORS & MEMBERSHIPS

Recipient, Ada I. Pressman Memorial Scholarship
Member, IEEE, Cal State LA Student Chapter
Member, Society of Women Engineers
Member, Toastmasters International, Cal State LA Student Chapter

REFERENCES

Available upon request.

SAMPLE 2

VICTOR VONG
(310) 333-3333

vgvong33@aol.com   www.linkedin.com/in/vvong123

OBJECTIVE	Seeking position as Accountant I with Glendale USD.
SUMMARY	Bilingual accounting graduate. Background includes assisting with payroll, inventory costing, and bookkeeping.
EDUCATION	**B.S. Business Administration** Jun. 2016 **Option: Accounting** California State University, Los Angeles
RELATED COURSEWORK	Cost Accounting; Accounting Information Systems; State and Local Taxation; Business Communications
SPECIAL PROJECTS	"The Profitability of New Technology Platforms for Inventory Management" Developed cost/benefit analysis and pilot plans to determine whether Walgreens should invest in new technology platforms for inventory management. Team project for senior capstone course.
WORK EXPERIENCE	**Accounting Assistant** Jul. 2015 – present Chem Arrow Corp, Irwindale, CA • Examine inventory level and cost. • Issue all company checks. • Post entries into journals, which include sales, purchasing, cash disbursement, insurance, payroll, parts and accessories. • Process all stages of payroll for hourly and salaried employees, and commissions to salespersons. **Math Tutor** Mar. 2014 – May 2016 Cal State LA Tutorial Center
VOLUNTEER EXPERIENCE	**IRS' Volunteer Income Tax Assistance (VITA) Program** Prepared and filed tax returns for individuals who make $53,000 or less.
SPECIAL SKILLS	Bilingual: English/Vietnamese Microsoft Word, Excel, PowerPoint, Access, QuickBooks, EPayroll