

RESUME PREPARATION

Office of Career Services

RESUME



Your resume is one of the most important elements of your job search. It serves as the first impression potential employers will have of you. It is essential for your resume to project a clear and concise picture of your skills, professional qualities, achievements, and goals as employers initially spend no more than 60 seconds reviewing resumes.

GENERAL TIPS



- Individualize your resume, but don't overdo it with fancy fonts, lines and designs
- Create your resume in a Word document; do not use a template as they are too confining and unoriginal in appearance
- Be consistent and use the same font throughout your resume; Arial is considered a "safe" font.
- Update your resume often especially as you gain new skills and experience, and earn awards/recognition

RESUME STRUCTURE



- You must tailor your resume for every job as a cookie-cutter resume will net zero results
- The overall structure you choose for your resume will depend on what suits your employment history and experience best
- Your resume should be no longer than 1 page. However, those with professional work experience that is tied to their career choice can have up to 2 pages
- Use capital letters and bold your category headings to ensure that they stand out
- Remember: your resume is all about substance. There is no need for the bells, whistles, and colorful distractions. They will not net you an interview

RESUME STRUCTURE

- ***Chronological***
 - Most common format
 - Easiest to prepare
 - List most recent work experience first (speak in the present tense)
 - Use past tense words when describing previous job duties
- ***Functional***
 - Emphasis is on skills and attributes that can be applied to a variety of employment
 - Skills are broken down into categories that quickly communicate to the employer what you can do for them
 - Used for candidates who wish to work in fields related to their academic background but unrelated to their previous work experience
- ***Combination***
 - Elements from chronological and functional
- ***Targeted***
 - Some candidates prefer to focus on specific job targets and tailor a different resume for each target
 - Your skills can be directed with each resume to hit each target most effectively

RESUME ELEMENTS

□ **Contact Information**

Make sure that a potential employer can easily get in contact with you.

- Name, address, telephone number and email address should be centered
- Your name should be the only thing that is bold and a size 14; all other content on the resume is a size 11
 - Use a professional email address or your FSU account. deliciouscandyapple12@gmail.com is not professional and sends the wrong message to employers
 - Make sure the phone number you list has a professional voice mail and no music

Example

Leroy T. Brown
1234 Brown Lane
Fayetteville, NC 28301
(910) 555-5555
lbrown01@broncos.uncfsu.edu

Sample Chronological Resume

Johnnie Appleseed

1234 Alphabet Lane
Fayetteville, NC 28301

japple1@broncos.uncc.edu

(000) 000-000

OBJECTIVE

To obtain a position that will build upon my education and experience working with animals and provide opportunities for professional growth.

EDUCATION

Fayetteville State University

Fayetteville, NC

Bachelor of Science Degree in Zoology

Expected Date of Graduation, May 2010

3.78 GPA

WORK EXPERIENCE

North Carolina Zoo

Asheboro, NC

Summer 2009

Wildlife Rehabilitator Intern

- Provided routine daily care for injured and orphaned native wildlife until they were ready for release back into the wild
- Prepared diets, cleaned cages, admitted patients, and fed animals according to procedures
- Assisted with medical tasks such as administering medications, physical therapy, and radiographs
- Participated in education animal programming and provided leadership to volunteers in the absence of wildlife center director

Centers for Disease Control and Prevention

Atlanta, GA

12/2008-5/2009

Public Health Training Intern

- Conducted applied research in chronic disease prevention
- Worked with a network of academic centers, public health agencies and community partners
- Familiarized self with the latest laboratory techniques and technologies

Cumberland County Animal Shelter

Spring Lake, NC

7/2007-11/2008

Volunteer

- Helped veterinary staff with intake and animal evaluation
- Assisted with public awareness projects at the shelter and in the community
- Provided opportunities for adoption by showing animals to the public at off-site locations

HONORS & AWARDS

- Meritorious Orientation Leader Service Award (2007, 2006)
- Dean's List (2006-present)
- ASPCA Scholar (2005-present)
- Chancellor's List (2005-present)
- FSU Honors Program (2005-present)

CLUBS & ORGANIZATIONS

- Student Government Association, senator-at-large (2008-present)
- Emerging Leaders Institute, member (2007-08)
- Bio Phi Chem, treasurer (2006-07)
- Zoology Club, president (2007-present)
- Orientation Leader (2007, 2006)
- FSU-ASPCA, member (2005-present)

Sample Functional Resume

May Flowers

2212 Hubbard Blvd.
Anywhere, NC 00909
000-123-4456

mflowers@broncos.uncfsu.edu

SUMMARY OF SKILLS

- Excellent verbal communications skills, with the ability to effectively communicate and relate to teenagers
- Coordinate the daily functions of a business
- Effective working alone or as a cooperative team member
- Adept at building productive relationships to further organization's goals

EDUCATION

Fayetteville State University

Fayetteville, NC

Bachelor of Science Degree in Criminal Justice

Expected Date of Graduation: May 2010

GPA 3.8 81

SKILLS & EXPERIENCE

Management

- Administered all aspects of daily operations at several businesses
- Managed a staff of up to 15 involving training, work flow, quality control, conflict resolution, and review processes
- Rewarded with additional job duties as a result of proven ability to handle tasks and meet goals
- Prepared weekly schedules to adequately support and promote business
- Motivated staff at each institution to extend their best effort in meeting customers' expectations

Customer Service

- Developed a reputation for excellent customer service by: acknowledging the customer's presence and making eye contact, greeting customers in a friendly manner and giving them full attention, and taking time to answer questions and resolve issues
- Earned company awards for outstanding customer service
- Served as a product expert in a variety of merchandise
- Increased sales by providing appropriate selections for individual clients and offering available opportunities for discounts or financing

Administrative

- Oversaw human resources functions to include: interviewing, hiring, and administrative paperwork
- Balanced cash drawers with consistently high level of accuracy
- Prepared daily reports and accurately balanced deposits
- MS Office: Word, Excel, Outlook, PowerPoint; copiers, fax machines, printers, multi-line phone systems, typing 45WPM

WORK HISTORY

Volunteer, Dispute Resolution Center (Teen Court), Fayetteville, NC

2008-present

Assistant Manager, Pier 1 Imports, Fayetteville, NC

2008-present

Associate Manager, Charlotte Russe, Fayetteville, NC

2007

Assistant Manager, Wet Seal, Great Falls, MT

2005-2006

Assistant Manager, Blockbuster Video, North Pole, AK

2003-2005

HONORS & ACTIVITIES

- Magna Cum Laude (2010)
- Political Science Club, vice president (2009)
- Dean's List (2007-10)
- Chancellor's List ((2006-10)
- Criminal Justice Club, member (2007-10))
- Model UN (2008-10)

RESUME ELEMENTS

□ **OBJECTIVE**

- In one sentence tell what kind of work you're looking for and how your matching skill set will benefit the employer. Remember to include the name of the employer and position you are applying for
- While it is not necessary to have an objective it is suggested that you do so

□ **SUMMARY OF SKILLS**

- Is used for those with extensive work experience to highlight the skills and traits they bring to the employer. Do not use a Summary and Objective; it's either one or the other

Example

OBJECTIVE

To utilize my design skills to provide quality, award-winning publications for Beach Communication as the Assistant Design Director.

RESUME ELEMENTS

□ **EDUCATION**

- ▣ List the name and location of colleges and/or universities you currently attend and/or received a degree from (most recent first)
- ▣ Degree(s) you are obtaining/have obtained
- ▣ Anticipated or actual date of graduation
- ▣ Include your cumulative GPA only if you have a 3.0 or better (do not round up your GPA-a 2.99 is not a 3.0)
 - If the GPA in your major is a 3.0 or higher you can list it as opposed to your cumulative; just be sure to indicate that it is your major GPA (ex: Major GPA: 3.015)

Example

EDUCATION

Fayetteville State University
Bachelor of Science Degree in Zoology
Expected Date of Graduation, May 2010

Fayetteville, NC
GPA: 3.78

RESUME ELEMENTS

□ **RELEVANT COURSES**

- *300-400 level courses in your major that you have passed with at least a B*
- *Let an employer know that you understand the practices, theories and concepts taught in these classes and that you can apply them on a job.*
- *List no more than 12 courses and separate each with bullets*
- *List the official name of the course:
Operations Management not MGMT 335*

Example

RELEVANT COURSES

- Instrumental Analysis
- Computational Chemistry
- Physical Chemistry II
- Inorganic Chemistry
- Research I
- Research II

RESUME ELEMENTS

□ **WORK EXPERIENCE**

- List most recent employment first
 - Include summer, part-time, internships, co-op and volunteer work (as long as it is related to your field of interest)
 - List the employer's name, city and state
 - Give the dates of employment on the right
 - If you worked a job/internship for less than 4 months instead of the month and year use the season (ex: Summer 2007, Fall 2008)
 - Job title is in bold and italics
 - Use bullets to list 3-5 of your primary duties
- Use action words and the terminology of your chosen field to describe your duties and achievements
- Use past tense words when describing duties from previous jobs

Example

WORK EXPERIENCE

North Carolina Zoo, Asheboro, NC

Summer 2008

Infectious Diseases Intern

- Conducted applied research in chronic disease prevention
- Worked with a network of academic centers, public health agencies and community partners
- Familiarized self with the latest laboratory techniques and technologies

RESUME ELEMENTS

- **CLUBS & ORGANIZATIONS**
 - Name of organization, your position (president, member, etc.), dates of membership in parenthesis (2008-present)
- **VOLUNTEER EXPERIENCE**
 - Same as clubs/organizations
- **HONORS & AWARDS**
 - May include academic honors and scholarships, awards of appreciation, athletic awards, accomplishments achieved on the job, military awards or anything that acknowledges an achievement
- **Other optional categories**
 - Special projects/research
 - Leadership training
 - Athletic participation
- **Do not include general technical skills--** they are assumed for college students (Microsoft Word, Excel, Access, etc.)
- **References**
 - It is no longer necessary to put References Available Upon Request at the bottom of your resume
 - Only provide references when they are requested
 - List on a separate piece of paper
 - Provide no less than 3 and no more than 5 professional references (professors, staff members, former supervisors, etc.)
 - Name (relationship to you), title, company name, address, phone number and email address

Kenny A. Joyner
1234 Alphabet Lane
Fayetteville, NC 28301
kennyj@uncfsu.edu
(910) 777-9311

References:

Michelle Miller, Ph.D. (professor)
Fayetteville State University
Lyons Science Bldg. room 222
1200 Murchison Rd.
Fayetteville, NC 28301
mmiller@uncfsu.edu
(910) 672-0000


Denise Scott, Zookeeper (former supervisor)
North Carolina Zoo
4401 Zoo Parkway
Asheboro, NC 27205
dscott@nc.zoo.gov
(919) 000-1111

Denise McNeill (former supervisor)
ASPCA
123 Lion Lane
Durham, NC 27077
denise.mcneill@aspca.com
(919) 333-0999

RESUME



Remember, your resume speaks volumes about you so spend adequate time working on it. Potential employers use it to determine whether or not your skills warrant an interview. Make sure that your experience, education, skills, research and leadership are clearly highlighted and that the resume is focused and flows. Be brief, clear and concise and minimize the use of uncommon abbreviations. And don't forget to proof it for misspelled words and simple mistakes.



Contact the Office of Career Services to schedule an appointment for a mock interview, discuss career options, or get assistance in writing your cover letter and resume, and other career-related matters.

APPOINTMENT HOURS

Monday, Wednesday 12:00pm – 4:00pm

Tuesday, Thursday 9:00am-1:00pm

Friday 10:00am-12:00pm

SBE, Suite 230 or 672-1205

www.uncfsu.edu/CareerServ/