



Your Resume

Your best first impression – and your best chance to make a second impression

Generally, resumes start with an objective followed by your relevant education, work, and volunteer experience and ending with a summary of your qualifications.

Let's look at these parts in order:

Heading – You know what goes here. ☺ Name, address, telephone number and email address in a larger, darker font centered at the top of the page. The only reason we mention it is to remind you that now would be a very good time to change the email address you've had since freshman year of high school to a more professional one such as your first initial and last name @ google.com.

Objective – this can be as simple as, "Seeking a customer service position in a retail establishment," or as specific and ad-oriented as "Seeking to use the business and marketing skills learned through my undergraduate education to further the advertising goals of a leader in the field of fashion merchandising." Consider your resume a fluid document, and tailor it to fit the needs of whatever job you're applying for.

Education – Name your school, along with your major and GPA (if it's higher than 3.0!), and your anticipated graduation date. If you went to a special high school, such as a school for the performing arts or technology, list that as well. You might also include special circumstances or honors such as, "Junior year in Barcelona, Spain" or, "Dean's List every semester, fall 2008-fall 2010."

Employment History/Experience – list your jobs with the most recent one first, including company name, start and end dates, title and accomplishments. Notice we said "accomplishments" rather than "duties." It might have been your responsibility to file, but your accomplishment was, "Created and maintained a filing system and cross-referencing index for 500+ clients and jobs." Get it? It's not flipping burgers, it's, "Operated the frying station for a family restaurant which served on average 75 diners per evening." Well, I've never worked in a restaurant, so I don't know if that's a lot or a little, but you get the picture.

Be strategic about what you put in your employment history. Only include relevant jobs. If you are applying for a professional, post college job you don't have to include every summer you were a lifeguard or Christmas break you worked at Hallmark Cards.

Internships are a very important subsection of your employment history. Put down any internships you've had, and talk them up! Describe your responsibilities and state what you learned from the experience. If you got college credit, include that as well.

Volunteer Experience – For many of you, volunteerism is where you positively SHINE! Volunteer work can be as important as paid jobs for a college student, especially if you were in a leadership role, managed an event or organization, or supervised other volunteers.

Summary of Qualifications – Here is where you put the fact that you speak not only fluent English and Spanish but basic conversational Urdu. Include any technical skills you have, such as proficiency in architectural, artistic or accounting computer programs, or operating machinery. List any awards or honors you’ve received (if they weren’t listed in the education section). If it makes you special – if it makes you stand out from the crowd – put it here.

References – At the end, you can just put “References are available upon request.” Be sure you ask the people you would name, before you name them.

Points to remember

- Your resume should be short and to the point
- The objective should capture the attention of the reader
- Be positive. Use active words when possible – Designed, supervised, managed ...
- Use bullet points to separate events or activities so that they stand out one from the other
- Spell check and proofread!
- *Spell check and proofread!*
- ***Spell check and proofread!*** A spelling or grammatical error shows unforgiveable carelessness in a day when such things are so easily caught and corrected. At OFA, if we see such an error on a resume, we don’t even read further.
- Use a crisp, clean font no smaller than 10 point. Print your final copies in black ink on good white paper.

Take your resume to the career center and ask to have it reviewed, or ask another trusted adult to look it over. We’ll help! We like to do it.

Remember, your resume is an ever-changing document. You can tweak it for different jobs, and if you do something new and awesome, add it.

And once you’ve written down all of your accomplishments, pat yourself on the back and be proud of all you’ve done. We surely are.