

# RESUME WRITING 101

UTC Career & Student Employment

# Making Your Resume Pop



# Pop Quiz!

- ❑ What is the initial amount of time an employer takes to review an applicant's resume?
  
- ❑ Answer:
  - ❑ 15 – 20 seconds minimum
  - ❑ 45 seconds maximum



# Why do you need a resume?

- ❑ A marketing tool
- ❑ To obtain an interview, not a job
- ❑ Requirement of many organizations



# Resume- hidden messages

## Resume

- ❑ Neat
- ❑ Well-organized
- ❑ Error free
- ❑ Professional appearance

## You

- ❑ Neat
- ❑ Well-organized
- ❑ Attention to detail
- ❑ Careful & Competent

# Sections of a Resume

# The Header

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- ❑ What should be included?
  - ❑ Name
  - ❑ Permanent and present address
  - ❑ E-mail address
  - ❑ Telephone number
- ❑ Where should contact information go?
  - ❑ Top of the page

# Suzy Q. Student

1234 River Run Road  
Chattanooga, TN 37343

413-425-5555  
suzyqstudent@utc.edu

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# Objective Statement

## ❑ Purpose

- ❑ Communicate the type of position you are interested in

## ❑ Examples

- ❑ Management trainee position with a specialty retailer.
- ❑ Technical sales with an energy related industry in the Southwest. Long range goals of regional sales management.
- ❑ To obtain a position as field service representative with XYZ Software Corporation.

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**Objective:** To obtain an entry-level Human Resources position

# Education

- ❑ **Name of Institution**
  - ❑ Include city and state if not part of the title
- ❑ **Name of your degree and major**
  - ❑ Bachelor of \_\_\_\_\_ in \_\_\_\_\_
    - ❑ *Bachelor of Science in Business Administration:  
Accounting*
- ❑ **List degrees in reverse chronological order**
  - ❑ Most recent degree is listed first

# Education

- ❑ **Date or expected date of graduation**
  - ❑ Graduation Date: May 2014
  - ❑ Expected Graduation Date: May 2015
  
- ❑ **GPA**
  - ❑ Major or overall at least 3.0
  - ❑ Round down to the nearest tenth
    - ❑ 3.0 not 3.062
    - ❑ GPA: 4.0, Summa Cum Laude
  
- ❑ **High School Information**
  - ❑ Do not include after Sophomore year

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**Education:** **University of Tennessee at Chattanooga**

*Bachelor of Science in Business Administration: Human Resource Management*

- Expected Graduation Date: May 2007
- GPA 3.1

# Experience

- ❑ **Use the term "experience"**
  - ❑ **What is considered experience?**
    - ❑ Full and part-time jobs
    - ❑ Self-employment
    - ❑ Volunteer work
    - ❑ Practicum, field, and cooperative education
  - ❑ **Information to include**
    - ❑ Job Title
    - ❑ Dates of employment
    - ❑ Company name
    - ❑ City & State

# Listing Responsibilities

- ❑ Use bullet points
- ❑ Start of each line with an action verb
  - ❑ Present tense if currently employed
  - ❑ Past tense if no longer employed
  - ❑ Vary your choice of verbs
- ❑ Tailor skills and experiences to the position for which you are applying
- ❑ Be concise while providing enough detail

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## Relevant

**Experience:** **Human Resources Intern**

June 2005 – August 2005

*Blue Cross Blue Shield of Tennessee*

Chattanooga, TN

- Assisted with updating employee personnel files
- Screened job applicants
- Observed the Human Resource Manager interviewing applicants

## Other

**Experience:** **Sales Associate**

May 2003 – Present

*Abercrombie & Fitch*

Chattanooga, TN

- Train new employees
- Participate in interviewing and selecting employees
- Oversee inventory and auditing of products
- Open and close store

**Student Worker**

August 2002 – May 2003

*UTC College of Health and Human Services*

Chattanooga, TN

- Performed internet research
- Organized office file, records, etc.
- Responded to office inquiries
- Answered a multi-line telephone



# Honors & Awards

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- ❑ Order by dates
  - ❑ Reverse chronological
- ❑ Rank order by importance to the career objective

# Professional Affiliations & Activities

- ❑ Order by date
  - ❑ Reverse chronological
- ❑ Rank order by importance to the career objective
- ❑ Do not say *Member of ...*
- ❑ Emphasize your leadership roles
- ❑ Spell out the organization's name:
  - ❑ Do not use abbreviations or acronyms

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- Organized office file, records, etc.
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**Honors:**

- Golden Key Honour Society, 2003 - Present
- Phi Eta Sigma Honor Society, 2004 – 2008
- Dean's List, 2003 – 2007

**Activities:**

- Society for Human Resource Management, 2005 - Present
- Student Government Association, Treasurer, 2006 – 2007
- Chattanooga Soup Kitchen, 2003 – 2005

# Resume Dos

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- ❑ Use action verbs
- ❑ Use short, concise sentences
- ❑ Use #, %, \$ amounts
- ❑ Keep resume easy to read
- ❑ Keep resume about one page

# Resume Don'ts

- ❑ Do not use the pronouns such as I, me, my, etc.
- ❑ Do not include references
- ❑ Do not clutter your resume with nonessential information
- ❑ Do not make any misrepresentations
- ❑ Do not include personal information
  - ❑ SSN, age, sex, height, weight, marital status, photograph, etc.