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?

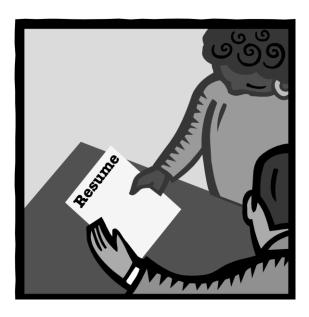
□ Answer:

- □ 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

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

1234 River Run Road Chattanooga, TN 37343

413-425-5555 suzyqstudent@utc.edu

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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GPA 3.1

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

- 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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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

- 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.