Careers and Internships

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What is a Resume?

A resume is a document used for marketing your skills, experience, education, and accomplishments to potential employers. It is meant to be your introduction toward gaining a face-to-face interview with a prospective employer. It should be constructed in a way that answers one main question: "What can you do for me?" Your resume should be easy to scan quickly, while simultaneously containing enough pertinent information that will reveal essential details about you and your skills.

Basic Guidelines

- Try to keep your resume to one page unless you have significant related experience.
- Use a 10 to 12 point size, plain font such as Times New Roman.
- Include industry buzzwords and keywords.
- Place your most impressive and relevant information on the upper half of the page.
- Use action oriented statements led with verbs to describe your responsibilities and accomplishments.
- Do not use complete sentences.
- State GPA if 3.0 or higher.
- Use consistency in your style and presentation of information.
- Print your resume on quality resume paper and do not staple multiple pages.
- Check for spelling and grammatical errors.

Types of Resumes

There are three common resume formats, and these formats can be adapted to present yourself in the most positive light to potential employers. These formats are:

Chronological
This type of resume focuses on work experience and skills developed through jobs, volunteer experience, and internships. Jobs are listed in reverse chronological order, with the most recent first. This format usually works best for college students who are applying for internships and post graduation employment. It also works well for those applicants who have experience closely related to their career goals.

Functional
This resume format highlights the professional skills you have used throughout your experience and that qualify you for the position you are applying for. It downplays employment titles and dates. It is very useful for those who do not have much related work experience or who are making a dramatic career change.

Combination
This format combines both the chronological and functional formats to create a resume that highlights your most related experiences and skills. It allows the reader to quickly scan for related experience and is a good option for current students or recent graduates who may have a variety of experiences.

Getting Started

The first step to writing your resume is to simply sit down and review the job description that you are applying for. If do not have a job description, find some job descriptions that are similar to the positions you will be applying for. Circle the key tasks of the job as well as the qualifications and skills that the job requires. These key words and phrases will be your guide for constructing your resume as you should write your resume to reflect as many of these skills and qualifications as you can. Then you should identify what you have done in your work, school, and community, specifically those things that might be important for a potential employer to know, such as your:

- College education details.
- Work experiences including internships, part-time and full-time jobs.
- Campus involvement, community activities, volunteer work, and community service.
- Computer and language skills in addition to other special abilities.
- Study abroad and international experience.
- Class related research and projects.
- Transferable skills. These are important skills which you have acquired somewhere other than the place you are headed but which will be relevant in your new field or position. The transferable skills that employers desire in their job candidates include oral and written communication skills, interpersonal skills, organization, attention to detail, teamwork, analytical abilities, and leadership.

Categories

Identification
Include your name, your address, the phone number to best reach you at, and an email address (note that your Augsburg email will expire after graduation). If you are in the process of moving, list two addresses.

Objective
This category is optional, but may be helpful when looking for a specific job or internship. The objective suggests the focus of a candidate's search. It usually identifies the position you want, or the field you wish to enter, and the skills you have to offer that the employer. Objectives should be brief, yet very specific, and should be changed for each specific position for which you apply. Do not use vague objectives such as: a full-time position in a business setting.

Summary of Qualifications/Qualification Highlights

This category highlights your strengths and gives the employer more specific, concise information about your qualifications and skills as they pertain to the position and the career field for which you are applying. This category is especially important if you are not including an objective.

Education

For most current students as well as most recent graduates, the education section should appear before work experience. It is usually recommended to list your degree first, then the college. Generally it is not advisable to list high school information on your resume after your sophomore year in college. In addition to your degree and college, include your major(s), minor(s), GPA if 3.0 or higher, special honors and scholarships, and special course projects you completed that support your career goals. Study abroad experiences are typically included in this section also. The goal of this category is to be concise yet informative.

Experience

Include your work experiences (paid, unpaid, part-time, full-time, summer and internships). You may also choose to include your volunteer positions in this section or in a separate category. Depending on a person's content in this category, some find it most helpful to divide their *Experience* category into two categories such as *Related Experience* and *Additional Experience*.

Generally, list work experiences by indicating your job title first, then the organization, city and state of the company you worked at, and the dates you worked. If the place of employment seems more important than your job title, you may want to list that first. Be consistent in how you note this information on your resume for each position. The same type of information should appear in the same place for each work experience so it is easy to read.

Highlight key information by using action verbs to describe your experience. Use statements, generally not complete sentences, to describe your duties, skills, and accomplishments. When possible, be sure to state the result of your efforts and use numbers and percentages to help you do this. Examples:

- Developed customer friendly order forms that increased order accuracy, efficiency, and processing time by 30 percent.
- Assisted over 100 clients in developing and maintaining life skills which resulted in greater client independence.

For functional or skill-focused resumes, list approximately three skill areas that you are strong in and that relate to the career field for which you are applying. Then use resume statements, such as the ones listed above, to describe how you have demonstrated each skill.

Additional Categories

Identification, Objective, Education, and *Experience* are standard categories for college students' resumes. There are other categories that are often included as well. Whether you use these will

depend on your particular achievements and experiences as well as how important they are likely to be to a potential employer. They include:

Computer Skills
Included in this would be current technologies, hardware, software, and computer languages you have learned and used.

Special Skills
This may include language skills and certifications.

Honors and Activities
This can be part of *Education* or a separate category. This category is great for students who have been quite successful academically and/or been active in campus life.

Volunteer Activities
List your volunteer and community involvement experiences. Most employers view this category as being very positive.

Leadership and Extra-Curricular Involvement
List any experience in which you had a leadership role and also list your additional college and campus activities. Employers like to see that you were involved throughout your college career.

References
"References available upon request" is unnecessary to include. It only serves as space filler. Most employers assume you will provide them with references if asked.

Final Considerations

- Include a cover letter addressed to a specific person when mailing or emailing your resume.
- When emailing your resume, label your attachment(s) with your name.
- After mailing/e-mailing your resume, follow-up with potential employers by phone or email.
- Tailor your resume to "fit" with each position.
- Have your resume reviewed by a career specialist in the careers and internships office.
- See the careers and internships wiki for additional information and resume samples: http:www.augsburg.edu/strommen