

**What is a resume?**

A resume is a custom designed, written summary of your background. It provides a thumbnail sketch of your education, experience, and qualifications to a prospective employer. An effective resume targets a specific job and relates your skills and experience to that position.

**Who writes a resume?**

A resume is written by anyone seeking employment, internship, or networking opportunities. The most effective resumes are written by you after all, who else knows you, your qualifications, and your experiences better?

**What is the purpose of a resume?**

A good resume (in combination with a cover letter) will assist you in getting an interview. The employer will select applicants on the basis of how well skills match up with the job requirements. Sometimes, the difference between getting an interview and being placed in the “no” pile is a well put-together resume.

**Types of Resumes:**

1. **Chronological:** This is the most popular. List your employment in reverse chronological order. Give position held, employer, and dates of employment. Describe each position according to job duties: list tasks performed, emphasizing those requiring the highest level of skill, responsibility, and judgment. Begin each phrase with an action verbs.
2. **Functional:** Group your work accomplishments, responsibilities, and duties into 2 to 5 categories according to functional skill areas such as “Teaching and Training”, “Managerial Skills”, or “Sales”. Choose your skill headings according to the position and briefly describe, using action statements, the work you did in each of the broad categories you identify. For example, if you did financial analysis and planning in your previous positions describe these responsibilities under the heading “Financial Planning” and treat your experience in this area as one complete unit.
3. **Targeted:** This is the most recommended by our office. Experience is listed in order of relevance to the position or industry that one is applying for. Heading titles are very specific to the industry and/or areas of experience one possesses such as “Marketing Experience” or “Medical Experience”. Within each heading the experience is listed in reverse chronological order (refer to chronological for how to do so).

**How long should a resume be?**

Length of a resume is relevant to the person. A one-page resume works for the recent graduate with little work history. If you have extensive experience, two pages are reasonable. Remember to limit information to what is pertinent to the position you are applying.

**What should my resume look like?**

Developing a well organized, consistent, readable layout determines if it gets read! You only have 30 seconds of the employer’s attention so direct the reader’s eyes to the format.

- Avoid dense text appearance, which is difficult to read, and blocks of text, or paragraphs
- Margins can be adjusted, but should be even (Top = Bottom & Left = Right) and no less than 0.5” all around
- Font size should be no less than 10 pt and no more than 12 pt unless it is your name, which can be up to 16 pt
- Acceptable fonts include, but are not limited to: Times New Roman, Arial, Bell MT, Bodoni MT, Calibri, Centaur, Century Gothic, Century Schoolbook, Garamond, etc.
- Use high-quality white or off-white paper when submitting a hard copy—stay conservative
- Do not cross out or handwrite information

**What should I consider when developing the content of my resume?**

- Target your resume towards the position you are seeking by presenting relevant information first
- List information in descending order of importance
- Be consistent with use of bolding, italics, and underlining throughout
- Don’t falsify or exaggerate information
- Bullet points should never end in a period and should begin with an action verb in the appropriate tense
- ALWAYS Check for typographical, spelling, or grammatical errors

### Necessary Categories of a Resume:

**Heading/Personal Data:** Make sure your name is the most obvious piece of information on your resume. Also, include present (local or campus) address and/or permanent (home) address. Include apartment number and zip code, and phone numbers with area codes. Only include an email and phone number that you are most likely to answer and contains an appropriate voicemail and ring tone. **Don't** include personal information such as age, marital status, or health. Sample:

**Razor Shark**

3301 College Avenue Apt. 1A • Davie, FL 33314 • (954) 262-7201 • [career@nova.edu](mailto:career@nova.edu)

**Education:** List educational background in reverse chronological order, starting with your highest degree, even if you are currently pursuing it. Do not include high school unless it is the extent of your formal education. For each degree give the following: Degree and (expected) date of graduation, name and location of each school attended, and major/program and minor if relevant. Sample:

<b>Nova Southeastern University, Davie, FL</b>	Anticipated: December 2014
Master of Business Administration	
<b>Florida International University, Miami, FL</b>	May 2008
Bachelor of Science in Psychology, Minor: Business Administration	

**Experience:** This may include work or volunteer experience. Depending upon which format you choose, organize your work experience in reverse chronological order or by functions and skills. Should you have many years of relevant work experience, you may want to consider entering this section before your education. Sample:

<b>Bank of America, Miami, FL</b>	May 2009 – August 2009
Intern	
<ul style="list-style-type: none"> <li>• Worked in conjunction with marketing team to compile media packages for new clients</li> <li>• Maintained a database tracking client satisfaction with new marketing initiatives</li> <li>• Attended and capture minutes at weekly office staff meetings</li> </ul>	

### Additional Categories of a Resume:

**Summary of Qualifications or Technical Skills:** This is a popular section to use in technical fields or if you have transferable skills from several positions over an extended period of time (15-20+ years). List skills you have acquired that are relevant to the position in bullet format.

**Extracurricular Activities:** Employers may look at these to evaluate how you develop your interests and leadership abilities in college. Information should include organizations you are a member, offices held, and the year.

### Other Possible Sections (if applicable):

Computer Skills	Publications	Memberships/Affiliations
Certifications/Licenses	Military Experience	Related Coursework