

## Personal Resume

Your resume is THE document that will describe you to all future potential employers. It is the most important document that you can have. This single piece of paper can be the difference between a career you love that pays you well or one you hate that pays you nothing. Although recruiters will only give your resume 17 seconds on average to read, the writing of your resume ought to reflect 8 to 10 good hours of work.

- Step 1:** Define your career. If you are not sure, define a potential internship to try.
- Step 2:** Think about what types of people are in that career and what characteristics they share.
- i.e. Teachers tend to be people oriented, open, & supportive  
Accountants tend to be organized, formal, and detail oriented  
Pastors tend to be people oriented, leader types, with a vision
- Step 3:** Do some research on the Internet and find several examples of resumes from people in your field or templates of same
- Step 4:** Appropriate the best ideas from each of these resumes
- Step 5:** Write, rewrite, re rewrite, proofread, get some feedback, rewrite again, keep updated your resume. Let this always be the first thing you update whenever you start a new job.

## Mandatory Elements

These should take up the bulk of your resume, they are the essential keys

- Your Name:** Who are you? Insanely Large, Bold Font, Centered, at top
- Contact Information:** How do I get a hold of you? Under name, understated, and undersized, include phone # & email, a website is okay if it is professional and appropriate.
- Objective:** What do you want to do? One short clear sentence describing what you want to do. Make your pitch in such a way as to set you apart from the crowd without going overboard. This sentence should tease. This should begin, "To..."
- Experience:** What work have you done? Most recent to oldest. No more than three positions. Concentrate on work that is closest to what you are applying for. Never lie. Give dates: i.e. 12/2001 - Present, 1/1998 - 7/1999, Summers 2001 - 2006. Be prepared to explain any gaps in employment. Include job title, Company, Location, a brief description about what you did (or are doing) and the results: i.e. Sales Manager, Circuit City, Reno Nevada, trained computer sales people who lead the region in sales 13 of 14 months. Include any specialized certification, training, or awards.
- Education:** What do you know? Most recent to least recent. Name and location of institution, dates attended (include anticipated graduation date for current degree), degree earned, Current GPA, honors received, school activities, sports, band, student government, etc.

These can help to fill space if necessary, or to help round out the picture of you as a person if you are lacking in some area. Be sure to use the white space on your resume to keep it from being cluttered.

**Skills:** In lieu of actual work experience that relates to your intended job, a short annotated list of skills that you possess can be a useful supplement.

**Volunteer Activities:** These can be especially helpful in promoting yourself to businesses that depend on volunteers or make that a requirement for employees.

**Extra Curricular:** May include any other activities with which you are involved especially if you earned some award, had a position of authority or achieved something.

**Languages:** This should only be included if you speak more than one language, are proficient in your second language, and have an interest in working in an area where you will need to use it.

**Quotes:** Actual quotes by other people about you can make a dramatic effect.

These should not appear on your resume. Special circumstances may indicate that they need to appear, but try to avoid this as these items can limit your marketability.

**Profile:** Although many resume templates use this technique, 99.999999% of the time the same information is available elsewhere on the resume.

**Goals:** Personal goals are great for you to have; if you don't have any, get some. But do not put them on your resume. Even the most sensitive bosses, when it comes down it, want to hear about how you are going to solve their problem. Leave the dreaming for friends and spouses.