

RESUME GUIDELINES

WHAT IS A RESUME?

A resume is a tailored document highlighting a person's education, work experience, and skills. It is a summary of qualifications for a job, internship, scholarship, or other opportunity, and should be considered a marketing tool! The top half of your resume could either make or break you. By the time recruiters or evaluators have read the first few lines, you have either caught their interest, or your resume has failed.

CHRONOLOGICAL VS. FUNCTIONAL STYLE

A **chronological** format is usually recommended for college students and recent graduates. In a chronological resume, items are arranged in reverse chronological order (most recent things listed first) within topical areas. If you have multiple types of experience, you can break them up into different sections (e.g. relevant experience, volunteer experience, internship experience).

A **functional** resume stresses skills and abilities regardless of where and when they were developed or demonstrated. A resume in this format is not arranged chronologically.

A **combination** resume uses characteristics of both of these styles to highlight relevant experience.

For more information about resumes, and to find the right style for you, talk with your ACRS staff.

REFERENCES

Carefully choose job references that compliment your resume. A good reference should be someone who confirms the details of your resume and offers positive feedback regarding your work or educational skills and experience. They should ideally have known you for at least one year—preferably three. Your list of references should include 3-5 of the following:

- Former and/or current supervisors
- Colleagues and/or subordinates
- Former customers/clients
- Former professors/teachers
- Contacts from volunteer work or student organizations

References should not be included in your actual resume. Include them as a separate sheet. Do not submit references to employers unless they have been requested.

Sample Reference:

Name
Title
Company/Organization
706-555-1234
namehere@email.com
Relationship to You

Resume Checklist

- One page in length
- Tailored to the position for which you are applying
- Neat, well-organized, and easy to read
- Consistent in formatting, font, and content
- NOT a Microsoft Word Template or other template
- Checked for proper grammar and punctuation
- Appealing to the eye
- Printed on quality, neutral-colored paper
- Uses strong action verbs and power words
- Free of spelling errors
- Updated and current
- Avoids high school information after your first year in college
- Avoids “Duties included...” and “Responsible for...”
- Uses numbers, such as percentages or amounts of money
- Has been proofread by at least 3 people (one of them should be a member of the Career Development staff!)
- Avoids personal pronouns like “I” or “my”

Your resume will be quickly scanned, rather than read. Ten to 20 **seconds** is all the time you have to persuade a prospective employer/evaluator to keep reading. A quick screening of your resume should impress the reader and convince him or her of your qualifications and hopefully result in an interview!

Sample Resume

Email address@student.gpc.edu

Present Address

Street
City, State Zip
Home Phone

Permanent Address

Street
City, State Zip
Home Phone

OBJECTIVE (Optional)

Concise statement of your career goal, position sought, and industry of interest

EDUCATION (List institutions in reverse chronological order.)

Name of Institution (spelled out), City, State
Degree and Month/Year of graduation
Major, Minor, Concentration
GPA: Overall and/or in major (3.45/4.00)

List other colleges attended and/or Study Abroad experiences
(List high school if you are less than one year out of high school)

RELEVANT COURSEWORK (Optional)

List coursework that supports your objective and demonstrates knowledge
Don't list every class you've taken. Be strategic with your selections

EXPERIENCE (List positions in reverse chronological order.)

Job Title, Name of Organization
City, State, Dates of Employment
List job title, organizations, location, and dates of experiences related to objective
Include volunteer work, jobs, internships, and relevant leadership positions
Split experience into more than one section (i.e. volunteer experience, internship experience)
Give brief examples of duties, accomplishments and contributions; use bullet format.
Use numbers whenever possible (\$, #, %)

SKILLS

Computer: Relevant hardware, software, technical programs
Language: Intermediate conversational knowledge of another language

HONORS/AWARDS

Include academic scholarships/awards, athletic awards, honorary activities, recognitions within organizations; use bullet format.

GENERAL TIPS

- 1. Avoid resume templates.** The automatic formatting on templates will limit your ability to update. Instead, choose a format that you like and copy it.
- 2. Keep it to one page.** In most cases, your resume should not exceed one page in length. Exceptions are if you are applying for a teaching position, formatting a federal resume, have a Master's degree, or significant full-time experience.
- 3. Format, Format, Format.** Only use one font type and size. Font size should be 10-12 point and easy to read. Margins should be between 0.5 inch -1 inch. Make things stand out by using bold, italics, and underlining. Print your final version on quality white or ivory paper.
- 4. Don't undersell yourself!** All of the experiences that you have had in college or high school are important. These include part-time jobs, student organizations, leadership experience, relevant class projects, and more!
- 5. Make it your own.** There is no exact formula for the perfect resume—include sections that highlight your individual experience. Put the most relevant and recent information first.

PERSONAL INFORMATION

- You want to present a professional image. Email addresses such as Hotchick@email.com or sassy@email.edu may have personal meaning to you, but to employers/evaluators, they represent someone who lacks professionalism.
- The phone number is another chance to present a professional image. Typically, employers will try to reach you at home. Make sure that the greeting is professional and business-like. If you have roommates, make sure that you have a system for getting your messages.
- Do NOT include information such as marriage status, gender, etc.
- If you only have one address, there is no need for both the “present” and “permanent” to be listed.

EDUCATION (Include high school information if less than one year out)

- Make sure you know the official name of your degree! The full title of all degrees can be found in the college catalog online. Indicate your expected graduation date. http://www.ggc.usg.edu/campus_life/registrar_programs.php
- Know your GPA. Cumulative = classes taken at GPC. Overall = all classes taken anywhere. Major = classes within your college, including Area F.
- Include GPA if it is over 3.0.

EXPERIENCE

- This can include work experience, internship experience, leadership experience, etc.
- Start all sentences with strong action verbs
- Use numbers, percentages, and amounts of money to describe job duties. Go beyond the job description—what made you stand out?
- Include experiences that line up with the skills and abilities desired in the job description.