A guide to developing your résumé.

Résumés

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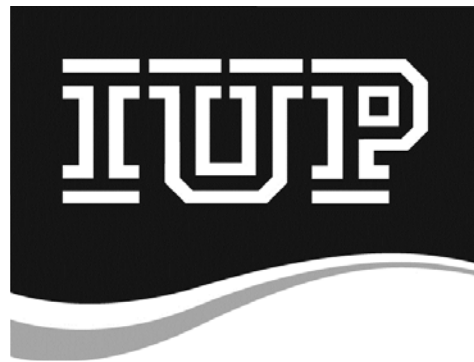*www.iup.edu/career*

career-development@iup.edu

Monday, Thursday, Friday

8:00 a.m.—4:30 p.m.

Tuesday, Wednesday

8:00 a.m.—7:00 p.m.

IUP

Career and Professional Development Center

Creating your Blueprint

As you plan your résumé, keep in mind that an employer may initially only spend 15-20 seconds reviewing it. Your goal is to communicate your qualifications, skills, and experiences in a manner that will make you stand out from the rest.

Use these suggestions to make sure your resume presents you in the most effective way:

ITEM		*WHY?*
☐ My resume includes a variety of relevant experiences (paid jobs, volunteer positions, extracurricular activities, involvement in professional organizations, etc.).	➡	The #1 item employers seek is experience. Demonstrating that you have it is more important than how you gained it.
☐ I have identified skills and abilities I have obtained from my experiences which are valued by employers in my field.	➡	You must be able to demonstrate specifically how you can contribute to the employer's success.
☐ My resume is set up in a <u>chronological</u> style which highlights my qualifications by time periods.	➡	This is the most widely-used style. It works well for new graduates and those with a stable work history.
OR ☐ My resume is set up in a <u>functional</u> style which highlights my qualifications by skill areas.	➡	This format is effective for those who have gaps in their work history, are concerned about their age, or are changing careers.
OR ☐ My resume is set up in a combination style which highlights my qualifications by using a mix of the chronological and functional styles.	➡	This format works well for new graduates who are seeking to enter a field not closely related to their major.
☐ My resume is no more than two pages long.	➡	Employers prefer a brief summary of your training and experience.
If my resume is two pages long: ☐ The second page is at least half full.		If not, you may be able to edit or reformat to fit everything on one page.
☐ The most important/relevant information appears on the first page.	➡	Some employers only look at page 1, especially in the first screening.
☐ My name and the page number appear at the top of the second page.	➡	In case the pages become separated, the employer can easily match them.
☐ All information included on my resume is relevant, accurate and truthful.	➡	Fabricating or exaggerating your accomplishments can be grounds for rejection or dismissal.
☐ I have omitted personal information (height, weight, age, marital status, religion, etc.) or a photograph.	➡	This information does not relate to your skills and abilities, and can be used to discriminate against you.
☐ My format is clear and allows employers to easily find information.	➡	An appropriate amount of "white space" allows the employer to easily find whatever information he/she is looking for.
☐ I have described my experience in bulleted lists using brief phrases that being with action verbs.	➡	Lists draw the reader's eye down the page; paragraph are less readable in 15-20 seconds.
☐ My resume has been reviewed to make sure it does not contain any typographical, grammatical, spelling or factual errors.	➡	Showing that you pay attention to details demonstrates to the employer that you will take the job seriously.
☐ My resume is printed on bond paper in a conservative color such as ivory or gray.	➡	Using good paper allows the employer to form a professional impression of you.

Other materials you may need to provide:

ITEM		WHY?
If submitting your resume via mail or hand delivery: ☐ I have included a cover letter that is tailored to the organization and position.	➡	This allows you to highlight and describe in greater depth relevant information from your resume.
If submitting your resume via e-mail: ☐ My cover letter is typed in the body of the e-mail, with my resume as an attachment. OR ☐ Both my resume and cover letter re attached to the e-mail.	➡	This gives you the advantage of presenting more detailed information about relevant skills and experiences from your resume
If you are uploading your resume to an employer's website or database: ☐ I have included my cover letter in the "Comments" or "Additional Information" section of the employer's form. NOTE: See our cover letter handout for more information.-	➡	This still allows you to provide the employer with the information from your cover letter, even though you are using an online form.
If references are requested: ☐ I have asked three or more individuals to provide professional recommendation as needed.	➡	This is a courtesy to those who are assisting you in this way with your job search.
☐ Once my references have agreed to provide recommendations, I have provided each one with a copy of my updated resume.	➡	This helps the recommender to recall information about you to share with prospective employers.
☐ I have prepared a list of these individuals with their names, business titles, complete mailing addresses, telephone numbers, and e-mail addresses.	➡	Your list can be provided to prospective employers if they request it during the application process.
☐ My reference list has a heading that contains my name (see the example on page 4).	➡	The employer must be able to match your list with the rest of your application materials.
☐ My reference list is printed on paper that matches my resume.	➡	This gives a professional look to your application packet.
☐ I have updated my list as my references' contact information has changed (if necessary).	➡	All contact information must be current to potential employers can easily complete reference checks.
☐ I have kept my references up-to-date on my job search.	➡	This helps your references know where you have applied so they can discuss your qualifications in the context of the job you are applying for.
☐ I notify my references in plenty of time if an employer requests a letter of recommendation from them (rather than contact information only).	➡	This helps your references know about deadlines so they can produce and send your recommendation to prospective employers on time.

What happens to my resume once an employer receives it?

This depends on the employer's process, and each employer will have a somewhat different process.

Manual tracking:
- ☐ Most traditional method
- ☐ Employer visually scans your resume to see if it warrants further review
- ☐ This review takes only 15-20 seconds
- ☐ Applicants to move on to the next step(s) may be asked to participate in a telephone or in-person interview

Applicant tracking systems:
- ☐ Often used in conjunction with online resume submission
- ☐ System scans your resume for embedded keywords and recommends moving applicant to the next level, if appropriate
- ☐ At the next level, a person reviews your resume to determine suitability

Tips for getting "noticed" by a computer:
- ☐ Read the job posting carefully, looking for words that describe the skills and qualities the employer is seeking
- ☐ Phrases that describe the work environment, such as "fast-paced" or skills such as "familiarity with Excel" are likely to be words that the tracking program will note
- ☐ Be sure to use those terms to describe your experiences and skills in the resume you submit

Sample reference list

REFERENCES

Dr. John Smith   *(Sample faculty reference)*
Associate Professor of History
Indiana University of Pennsylvania
Keith Hall 203
Indiana, PA 15705
724-357-0000
jsmith@iup.edu
Dr. Smith has been my faculty advisor since 2009.

Ms. Jane Doe   *(Sample employment reference)*
Manager
Subway
123 Main Street
Greensburg, PA 15601
724-555-4321
jdoe@gmail.com
Ms. Doe is my supervisor in my part-time job.

List at least three references using the same format. Be sure to ask each individual before listing him/her!

SEE OUR OTHER HANDOUTS:	Cover Letters
	Interviewing
	The Curriculum Vita
	Federal Resumes

The following page contains a sample resume format. Remember that the format shown may not fit the information you need to present, or may not be appropriate for your field. Visit our website (www.iup.edu/career) for other examples that may be more specific to your job search.

NAME

E-mail address
LinkedIn web address

Campus/local address (until…)   Permanent address
City, State, Zip   City, State, Zip
Local phone number   Permanent phone number

QUALIFICATIONS

Brief listing of skills and experiences that match those listed in the job posting. This entry should be customized for each different employer to whom you submit it.

EDUCATION

Indiana University of Pennsylvania (IUP), Indiana, PA
B.A. or B.S. in Major expected Month, year
Minor (if any)
G.P.A. (if above 3.0)

(List other colleges attended using same format)

RELATED EXPERIENCE

Job Title   Dates (month, year – month, year)
Employing organization, City, State
- Describe what you did using bullet statements
- Begin phrases with action words
- Use numbers to quantify your experience
- List positions in reverse chronological order
- Use same format to list additional related positions
- Include internships and jobs and/or volunteer experiences where you have gained skills that will be useful to the position you are applying for
- Remember, experience may be paid or unpaid

OTHER EXPERIENCE

Use same format as above to list less-related experience

These two categories may be combined.

HONORS AND MEMBERSHIPS

- Professional memberships
- Election to honoraries
- Others that relate to your career goals
- Be careful about listing political or religious affiliations
- Highlight leadership positions

Other categories you may wish to include: Honors (such as Dean's List and/or graduation honors), awards you have received such as scholarships, employment recognition, or other formal acknowledgement of your contributions, military experience, travel, and research. These should be professionally-related.

Action Words

The following "action" words can be used to begin each phrase in your resume.   This is not an exhaustive list, and there may be additional words that pertain specifically to your field.   Always begin your statements with an action word that describes a skill or ability you possess. A thesaurus can be a helpful tool in this process!

Accelerated	Doubled	Managed	Reviewed
Accomplished	Drafted	Motivated	Revised
Achieved	Edited	Negotiated	Scheduled
Adapted	Effected	Operated	Set up
Administered	Eliminated	Organized	Significantly
Analyzed	Enlarged	Originated	Simplified
Approved	Equipped	Participated	Sold
Completed	Established	Performed	Solved
Conducted	Exhibited	Planned	Streamlined
Conferred	Expanded	Prepared	Structured
Constructed	Expedited	Produced	Succeeded
Contracted	Formulated	Proficient	Successfully
Controlled	Guided	Programmed	Supervised
Converted	Implemented	Promoted	Supported
Coordinated	Improved	Proposed	Taught
Created	Increased	Proved	Trained
Cut	Influenced	Provided	Translated
Delegated	Initiated	Recommended	Trimmed
Delivered	Installed	Recorded	Tripled
Demonstrated	Interpreted	Reduced	Uncovered
Designed	Invented	Reinforced	Widened
Devised	Lectured	Responsible	Won
Directed	Maintained	Revamped	Wrote