



## FAQS (frequently asked questions) ABOUT RESUMES

### What Is A Resume?

A resume is a summary of your qualifications for employment. It lets your reader know what type of position you are seeking and highlights your education, experience, skills and other relevant information. A resume is a picture of you in words and may be the only information a potential employer has to determine whether or not you will be interviewed.

### Are all Resumes Alike?

Although there are some generally accepted parameters for resumes, there is ample opportunity for you to develop a resume that is uniquely yours. There are two basic types of resumes. The traditional **Chronological** resume is used most frequently by new college graduates and people with a continuous employment history. In this format you present information about yourself in reverse chronological order (most recent items first) and give a detailed account of your education and experience.

The **Functional**, or skills-based resume, is most often used by individuals whose education and experience do not match their career objective or when there are noticeable gaps in work experience. In this format you concentrate on the skills you have developed. Skills may be used as headings followed by examples of how these skills have been demonstrated.

A third format combines the chronological and functional and is often called a **Combination** resume.

The format you select should be the one you believe will best allow you to target your education, experience, and skills towards your career objective. If you are uncertain which format might work best for you, contact Career Services and arrange to talk with a staff member.

### What Information Should I Include In My Resume?

The information included in a resume typically includes the following:

**Heading** - Includes your name, current address, zip code, area code and telephone number. If your current address is temporary, you should also include a permanent address and telephone number.

**Professional Objective** - A concise statement that tells the reader about your career goals and/or expresses interest in a specific job or vacancy. Your objective may include:

- A general or specific job title such as an entry-level position, accountant, graphic designer, or sales representative.
- A general occupational field or environment such as human resources, retailing, health care, banking, or education.
- Any qualifications you wish to state up front such as computer competencies, years of experience, education, or skills such as management, organization, communication, or leadership.

**Education** - In reverse chronological order required information includes:

- Degree(s) and major
- Date of graduation (month and year)
- Universities you attended
- Location of universities (city and state)
- Any certifications or licenses related to your degree

Optional educational information might include:

- University attended in a Study Abroad experience
- Overall grade point average if 3.0 or better
- Major grade point average
- Minor or area of emphasis or concentration
- Relevant course work
- Percent of college expenses you earned

Scholarships and Academic Honors

**Experience** - In reverse chronological order you should include:

- Job title
- Employer name and location (city and state)
- Dates of employment
- Description of your responsibilities and accomplishments using action verbs.

**Special Skills** - Most typically includes computer and language skills:

- Computer skills: List languages, systems, and programs.
- Language skills: Specify language and your level of proficiency.

**Awards and Honors** - Includes scholarships, academic honors such as Deans List, and any other awards or special recognition you have received (such as Employee of the Month).

**Activities** - Lists your student and community activities including organizations, clubs, student government, athletics, and professional affiliations. You can use action verbs to describe your responsibilities and accomplishments just as you did in the Experience section.

**References** - Stating “References Available Upon Request” is a common but optional way to conclude your resume. References themselves should be on a separate sheet of paper with your name at the top. (Your address and phone number are optional). For each reference include: Name, Title, Organization they represent, address, and phone number. Make sure you have asked each person for permission to be used as a reference.

## **In What Order Should Information Be Presented?**

Follow this simple rule:

- The heading is first
- The objective, when used, is second
- All other headings are listed as they relate to your job objective. Information should be presented in the

order that best supports your objective and enhances you as a candidate for the position you are seeking. Don't hesitate to create headings specific to your experience. This is how your resume becomes uniquely yours and one that will stand out from other applicants.

## **Should I provide Personal Information or Disclose My Disability In My Resume?**

**Personal Information** - Include only when it has a direct bearing on the position you are seeking. Titles VI, VII, and IX of the Federal Civil Rights Act prohibits prospective employers from requesting personal information unless it legitimately relates to job tasks. If you are unsure, consult with a member of the Career Services staff.

**Disability Disclosure** - Under the protection of Section 504 of the Rehabilitation Act of 1973 and the ADA, persons with disabilities have no obligation to disclose their disability prior to receiving a job offer. Individuals with disabilities should consider carefully how and when disclosure of their disability would be most advantageous. They should also know what kind of accommodations they will require.

## **Where Can I Learn More About Resume Writing?**

- Look at the sample resume handouts, and the many resume-related resources in the Career Resource Lab located in the Pathways Center.
- Attend a Career Services Resume Writing Workshop
- Make an appointment to discuss your resume with a member of the Career Services staff
- Request Career Services to present a Resume Writing Workshop to your club or organization or residence hall floor.