

Writing Resumes

What is a resume?

A resume is a self-designed summary of your personal, educational, and employment experiences and qualifications. A resume should tell: who you are, what you know, what you do well, and what you want to do. The purpose of the resume is to obtain an interview for you, to serve as a reference during an interview, and to serve as a reminder of you after the interview.

The lifespan of a resume is approximately 30-35 seconds. Therefore, it should be written in concise, easy-to-read format. Phrases and incomplete sentences are acceptable for this reason. Limit the use of the personal pronoun "I". Start each sentence or phrase with action verbs whenever possible. A resume should be no longer than two pages. Unless you have years of experience, a one-page resume is recommended.

What is the "correct" resume format to use?

It is important to understand one point: "There is no one right way to construct a resume!"

Eastern Illinois University – Career Services/Resumes

<http://www.eiu.edu/~careers/resumes.php>

Resumes by Brea Barthel and Amanda Goldrick-Jones

<http://www.rpi.edu/web/writingcenter/resume.html>

Rockport Institute: A Worldwide Leader in helping people like you choose careers they love, since 1991

<http://www.rockportinstitute.com/resumes.html>

Writing Resumes

http://www.career.virginia.edu/students/resources/handouts/writing_resumes.pdf

http://72.14.203.104/search?q=cache:jNvdBNb_1f8J:www.career.virginia.edu/students/resources/handouts/writing_resumes.pdf+writing+resumes&hl=en

California State University, Chico: Career Planning and Placement Office

<http://www.csuchico.edu/plc/resume.html>