

RESUME WRITING

The chronological and functional resumes are by far the most common and are generally more accepted among employers. In the chronological resume, work experience is arranged in reverse chronological order. In the functional resume, work experience is arranged according to function or responsibilities exercised with little regard to chronological order or different employers. There is no "perfect" or "right" resume format. The format depends upon the job you hope to find and your past experiences. Your resume's function is to obtain a job interview for you. Write the resume to show that you fit the job description. Brevity, organization, and aesthetics are important to keep in mind.

- **Length:** A one-page resume works well for the recent graduate. If you have an extensive work history, two pages are reasonable. Always limit information to what is pertinent to the current job objective.
- **Appearance:** A organized, clean-looking resume helps determine whether it is read. It should be well organized and concise. Use high-quality white or off-white paper. Proof read for any errors.
- **Content:** Customize your resume for each job objective. Present information important to the particular objective. List information in descending order of importance. Sell yourself by highlighting your gifts and talents, but never falsify information. Use positive action verbs to describe your background.

NECESSARY CATEGORIES

- **Personal data:** This obvious piece of information includes all of your address and contact numbers where you can be reached.
- **Objective:** An objective gives your resume a focus as well as reinforces the match between your career goals and the job opportunity.
- **Education:** List your educational background in reverse chronological order. Do not go back to your high school degree. List your degrees, thesis topics, and any special academic achievements. Any other professional career development courses would be good to list here.
- **Relevant Experience:** This category includes paid as well as unpaid experience to include research projects, internships, and extra-curricular activities. List job titles, places of employment, dates of employment, and the responsibilities and achievements of the job.
- **Additional Information:** This section includes skills, activities, honors, awards, membership on committees, language skills, and computer proficiency skills as they relate to you the job descriptions.