

Resume II – A2I
The Tarim Network

The Most Common Elements of a Resume:

Your resume should contain the content of most of these elements:

- **The Heading**
 - o Should be professional and eye catching (not gimmicky)
 - o Your name and contact info. (one address, phone number and e-mail only)
- **Objective and/or Highlights**
 - o Make an objective specific (be careful not to limit)
 - o When in doubt, leave it out
 - o Highlights are a good way to emphasize key strengths
- **Education**
 - o Most recent education first; full degree names
 - o No need to go back to high school
 - o Include “relevant courses” list
- **A Relevant Skills List**
 - o A good way to showcase a wide variety of skills
 - o Begin with and focus mainly on the technical skills
- **Experience and Knowledge** (Work, School, Volunteering)
 - o Don’t write what you did, but **how** you did it and what was the **outcome** (**accomplishment – based statements**)
 - o Use the “SMART” approach – S – specific, M – Measurable, A – Action-Oriented, R – Realistic, and T – Time-Based
 - o A good way to showcase transferable skills
- **Awards & Honors** (or “Awards and Certifications”, “Certifications and Memberships”, “Certification and Additional Training” or “Personal Accomplishments”)
 - o Objective evidence of other successes
- **Interests**
 - o Shows well-roundedness
 - o Include extra-curricular activities/interests (organized or not)
 - o Examples- _sports, hobbies, the arts and other genuine interests (professional of course)
 - o Can be a simple list; should be concise

• **The Heart of the Resume**

- Use the job description to determine which **technical and transferable skills** should be emphasized (“tailor” it)
- Decide which style to use:
Chronological?
Functional? Combination?

Accomplishment-Based Statements

Activity/Task (what you did)	How?	Outcome?

References:

- Your references should be listed on a separate document that is provided to the employer upon request, preferably at or after the interview
- Do not list references on the resume; you can put “References Available Upon Request” at the end of the resume
- References maybe include
 - o Former employer/supervisor
 - o TA, and/or Professor
 - o Team Coach or Volunteer Organization “Supervisor”
 - o Landlord, Co-Worker, Member of the Clergy
- Typically have 3 references - _all professional, where possible; otherwise 2 professional and 1 personal
- For each reference, include the person’s name, contact information (telephone #’s and e-mail addresses especially), and relationship to you
- Stay in touch with references and thank them after each contact