

Writing a Resume

A **resume** (a.k.a. curriculum vitae or CV) is a listing of education, skills, work experience, and other activities that are of interest to employers.

Requirements

Suggested sections (don't have to be in this order):

- Contact Information
- Objective(s)
- Education
- Experience
- Skills / other "bragging points"

Each section should be in reverse chronological order (e.g.: most recent job first)

Your resume should be *targeted* to a specific job opportunity.

- That is, it should include only information that is relevant for the job.
- It's not unusual for someone to have several resumes, and even tweak these for specific jobs when applying.

For this assignment only, include *past, present and future (projected) data*.

- Consider the requirements of the job for which you wrote your cover letter.
- When could you reasonably plan to fulfill them?

Getting Started

Tips:

- A web search for "resume" will yield many resources. Here are a few:
 - Purdue OWL. [Resumes and Vitas.](#)
 - About.com. [Resume Writing Guide.](#)
 - WikiHow. [How to Make a Resume.](#)
- A Google image search for "resume" will yield many examples.
- MS Word has templates.

Format

See template below for a typical resume format.

Yours does not need to be in exactly this format, but should be equally as structured.

[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]		
[Your Name]		
Objective		
[Describe your career goal or ideal job.]		
Experience		
[Dates of employment]	[Company Name]	[City, ST]
[Job Title]		
<ul style="list-style-type: none"> ▪ [Job responsibility/achievement] ▪ [Job responsibility/achievement] ▪ [Job responsibility/achievement] 		
[Dates of employment]	[Company Name]	[City, ST]
[Job Title]		
<ul style="list-style-type: none"> ▪ [Job responsibility/achievement] ▪ [Job responsibility/achievement] ▪ [Job responsibility/achievement] 		
[Dates of employment]	[Company Name]	[City, ST]
[Job Title]		
<ul style="list-style-type: none"> ▪ [Job responsibility/achievement] ▪ [Job responsibility/achievement] ▪ [Job responsibility/achievement] 		
[Dates of employment]	[Company Name]	[City, ST]
[Job Title]		
<ul style="list-style-type: none"> ▪ [Job responsibility/achievement] ▪ [Job responsibility/achievement] ▪ [Job responsibility/achievement] 		
Education		
[Dates of attendance]	[School Name]	[City, ST]
[Degree Obtained]		
<ul style="list-style-type: none"> ▪ [Special award/accomplishment or degree minor] 		
References		
References are available on request.		