

Writing a Resume



A resume is a 1-2 page summary of your career-related experience, which presents your qualifications to a prospective employer. The common components of a resume include:

1. Contact Information

At the top of your resume, list your name, address (optional), telephone number and email address.

2. Objective & Qualifications

Write a brief statement that indicates the specific position and organization to which you are applying, or the professional activities in which you want to engage.

- Your objective should be one sentence in length.
- Write a targeted objective, using the exact title of the position for which you're applying, and the name of the employer (e.g. Program Assistant, YMCA of Metropolitan Milwaukee-Northside Branch).
- For career fairs and job boards, however, you should use a generalized objective that describes the types of positions you are seeking (e.g. Part-time support position in a youth services organization).
- It can be helpful to highlight specific qualifications high on your resume. Therefore, we recommend following your objective with a "Qualifications" section.

3. Education

Present your academic degrees and experience.

- Use reverse chronological order, with your most recent degree first.
- Each entry should include the degree earned or anticipated, major and minor fields of study, name and location of the college, and dates of attendance or expected date of graduation.
- You do not need to list your high school diploma, once you reach the collegiate level.
- You do not need to list transfer colleges, unless you completed coursework related to your objective.

4. Experience

Present your work and other relevant experience in reverse chronological order. You may want to group similar experiences together using headings, such as: "Related Experience" or "<Name of Your Field> Experience." Include an "Additional Work Experience" section for unrelated work history.

- For each position, include your job title, name of the employer, dates of employment, and several accomplishment statements, describing your **relevant** achievements.
- Each accomplishment statement should begin with a verb in the past tense (the action you took), followed by some statement of effect (the result or importance of the action).
- Avoid weak verbs, such as: assisted, aided, helped, handled, responsible for, etc.
- When writing your accomplishment statements, focus on how aspects of your previous jobs prepared you for the position for which you are now applying.

4. Community Service, Student Leadership, Awards & Recognition (optional):

Emphasize others successes to present a well-rounded view of yourself. Present your community service and student leadership activities, just as you presented your work experience. Include the date and selection criteria for any awards or honors, so that the reader understands their significance.

Sample Resume Outline

Name

Address (optional)

Phone Number

Email Address

OBJECTIVE

Write a brief statement that indicates the specific position and organization for which you are applying, or the professional activities in which you want to engage.

QUALIFICATIONS

- Highlight experience, knowledge or skills you have relevant to your objective
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EDUCATION

B.A./B.S. Major, Minor (Student Standing), Alverno College - Milwaukee, WI 20XX-Present

RELATED EXPERIENCE

Job Title or Role, Organization - City, ST 20XX-Present

- Accomplishment statement
- Accomplishment statement

Job Title or Role, Organization - City, ST 20XX-Present

- Accomplishment statement
- Accomplishment statement

Job Title or Role, Organization - City, ST 20XX-Present

- Accomplishment statement
- Accomplishment statement

ADDITIONAL WORK EXPERIENCE

Job Title, Employer - City, ST 20XX-Present

Job Title, Employer - City, ST 20XX-Present

ACTIVITIES & COMMUNITY SERVICE

Membership Title or Role, Organization - City, ST 20XX-Present

Membership Title or Role, Organization - City, ST 20XX-Present

HONORS & RECOGNITION

Award, Scholarship, or Nomination, Organization 20XX-Present

Award, Scholarship, or Nomination, Organization 20XX-Present