

RESUME WRITING 101

UTC Career & Student Employment

Making Your Resume Pop



Pop Quiz!

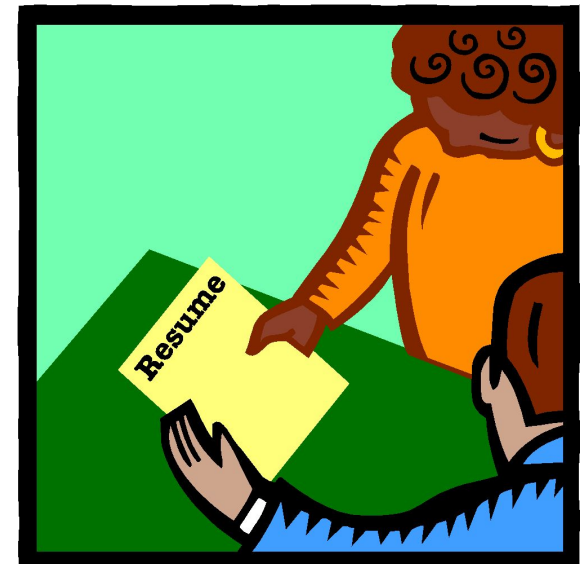
- ❑ What is the initial amount of time an employer takes to review an applicant's resume?

- ❑ Answer:
 - ❑ 15 – 20 seconds minimum
 - ❑ 45 seconds maximum



Why do you need a resume?

- ❑ A marketing tool
- ❑ To obtain an interview, not a job
- ❑ Requirement of many organizations



Resume- hidden messages

Resume

- ❑ Neat
- ❑ Well-organized
- ❑ Error free
- ❑ Professional appearance

You

- ❑ Neat
- ❑ Well-organized
- ❑ Attention to detail
- ❑ Careful & Competent

Sections of a Resume

The Header

- ❑ What should be included?
 - ❑ Name
 - ❑ Permanent and present address
 - ❑ E-mail address
 - ❑ Telephone number
- ❑ Where should contact information go?
 - ❑ Top of the page

Suzy Q. Student

1234 River Run Road
Chattanooga, TN 37343

413-425-5555
suzyqstudent@utc.edu

Objective Statement

□ **Purpose**

- Communicate the type of position you are interested in

□ **Examples**

- Management trainee position with a specialty retailer.
- Technical sales with an energy related industry in the Southwest. Long range goals of regional sales management.
- To obtain a position as field service representative with XYZ Software Corporation.

Suzy Q. Student

1234 River Run Road
Chattanooga, TN 37343

413-425-5555
suzyqstudent@utc.edu

Objective: To obtain an entry-level Human Resources position

Education

- ❑ **Name of Institution**
 - ❑ Include city and state if not part of the title
- ❑ **Name of your degree and major**
 - ❑ Bachelor of _____ in _____
 - ❑ *Bachelor of Science in Business Administration:
Accounting*
- ❑ **List degrees in reverse chronological order**
 - ❑ Most recent degree is listed first

Education

- ❑ **Date or expected date of graduation**
 - ❑ Graduation Date: May 2014
 - ❑ Expected Graduation Date: May 2015
- ❑ **GPA**
 - ❑ Major or overall at least 3.0
 - ❑ Round down to the nearest tenth
 - ❑ 3.0 not 3.062
 - ❑ GPA: 4.0, Summa Cum Laude
- ❑ **High School Information**
 - ❑ Do not include after Sophomore year

Suzy Q. Student

1234 River Run Road
Chattanooga, TN 37343

413-425-5555
suzyqstudent@utc.edu

Objective: To obtain an entry-level Human Resources position

Education: **University of Tennessee at Chattanooga**

Bachelor of Science in Business Administration: Human Resource Management

- Expected Graduation Date: May 2007
- GPA 3.1

Experience

- ❑ **Use the term "experience"**
 - ❑ **What is considered experience?**
 - ❑ Full and part-time jobs
 - ❑ Self-employment
 - ❑ Volunteer work
 - ❑ Practicum, field, and cooperative education
 - ❑ **Information to include**
 - ❑ Job Title
 - ❑ Dates of employment
 - ❑ Company name
 - ❑ City & State

Listing Responsibilities

- ❑ Use bullet points
- ❑ Start of each line with an action verb
 - ❑ Present tense if currently employed
 - ❑ Past tense if no longer employed
 - ❑ Vary your choice of verbs
- ❑ Tailor skills and experiences to the position for which you are applying
- ❑ Be concise while providing enough detail

Suzy Q. Student

1234 River Run Road
Chattanooga, TN 37343

413-425-5555
suzyqstudent@utc.edu

Objective: To obtain an entry-level Human Resources position

Education: **University of Tennessee at Chattanooga**
Bachelor of Science in Business Administration: Human Resource Management

- Expected Graduation Date: May 2007
- GPA 3.1

Relevant

Experience: **Human Resources Intern** June 2005 – August 2005
Blue Cross Blue Shield of Tennessee Chattanooga, TN

- Assisted with updating employee personnel files
- Screened job applicants
- Observed the Human Resource Manager interviewing applicants

Other

Experience: **Sales Associate** May 2003 – Present
Abercrombie & Fitch Chattanooga, TN

- Train new employees
- Participate in interviewing and selecting employees
- Oversee inventory and auditing of products
- Open and close store

Student Worker August 2002 – May 2003
UTC College of Health and Human Services Chattanooga, TN

- Performed internet research
- Organized office file, records, etc.
- Responded to office inquiries
- Answered a multi-line telephone

Honors & Awards

- ❑ Order by dates
 - ❑ Reverse chronological
- ❑ Rank order by importance to the career objective

Professional Affiliations & Activities

- ❑ Order by date
 - ❑ Reverse chronological
- ❑ Rank order by importance to the career objective
- ❑ Do not say *Member of ...*
- ❑ Emphasize your leadership roles
- ❑ Spell out the organization's name:
 - ❑ Do not use abbreviations or acronyms

Suzy Q. Student

1234 River Run Road
Chattanooga, TN 37343

413-425-5555
suzyqstudent@utc.edu

Objective: To obtain an entry-level Human Resources position

Education: **University of Tennessee at Chattanooga**
Bachelor of Science in Business Administration: Human Resource Management

- Expected Graduation Date: May 2007
- GPA 3.1

Relevant Experience: **Human Resources Intern** June 2005 – August 2005
Blue Cross Blue Shield of Tennessee Chattanooga, TN

- Assisted with updating employee personnel files
- Screened job applicants
- Observed the Human Resource Manager interviewing applicants

Other Experience: **Sales Associate** May 2003 – Present
Abercrombie & Fitch Chattanooga, TN

- Train new employees
- Participate in interviewing and selecting employees
- Oversee inventory and auditing of products
- Open and close store

Student Worker August 2002 – May 2003
UTC College of Health and Human Services Chattanooga, TN

- Performed internet research
- Organized office file, records, etc.
- Responded to office inquiries
- Answered a multi-line telephone

Honors:

- Golden Key Honour Society, 2003 - Present
- Phi Eta Sigma Honor Society, 2004 – 2008
- Dean's List, 2003 – 2007

Activities:

- Society for Human Resource Management, 2005 - Present
- Student Government Association, Treasurer, 2006 – 2007
- Chattanooga Soup Kitchen, 2003 – 2005

Resume Dos

- ❑ Use action verbs
- ❑ Use short, concise sentences
- ❑ Use #, %, \$ amounts
- ❑ Keep resume easy to read
- ❑ Keep resume about one page

Resume Don'ts

- ❑ Do not use the pronouns such as I, me, my, etc.
- ❑ Do not include references
- ❑ Do not clutter your resume with nonessential information
- ❑ Do not make any misrepresentations
- ❑ Do not include personal information
 - ❑ SSN, age, sex, height, weight, marital status, photograph, etc.

Need Additional Help?

UTC Career & Student Employment Center
315 University Center | 423.425.4184
www.utc.edu/career
placement@utc.edu