

Resume Writing Guide

Career Services, 801-626-6393

A resume serves as a valuable marketing tool for a valuable product: YOU!

It is an outline describing who you are, what you know, what you have done, what you would like to do, and what you can do for an employer. A resume is:

- An advertisement with you as the product
- A way to obtain an interview
- A way to refresh the memory of the interviewer after your meeting

Components

Identification: your name, address, telephone number, and email

Objective: a brief statement of your employment-search goal

This should be one or two sentences and tailored to fit the job description of each position for which you're applying. Therefore, your professional objective should change each time you apply for a different position.

Educational Highlights: scholarships, honor roll, academic and/or social fraternities and sororities, leadership positions, student government, athletics, etc.

If you have worked while attending Weber State and have not had the opportunity to participate in extra-curricular experiences, delete this section.

Internships: practicums or co-op experience

List the name of the employer and the dates of the experience. Identify all job accomplishments and the amount of academic credit you received for the experience.

Work Experience: your job title, name of employer, employer's location, dates of employment, major responsibilities/accomplishments, and competency level

Be specific when listing your responsibilities and accomplishments; e.g. supervised five people, was responsible for \$100,000 worth of equipment, supervised two branch offices employing a total of 36 people, etc.

Special Skills & Abilities: skills and abilities related to your major, language skills, computer skills, or any information that might influence an employer to call you for an interview

Military Service: if applicable

If you have served in the military, identify the branch and span of time spent in the service and give a brief statement of your assignment. If you held a security clearance, indicate the highest level of clearance you held.

Volunteer Service: community involvement

Background & Interests: hobbies and travel which has exposed you to diverse locations and cultures

Do not include height, weight, race, gender, marital status, or religious preference.

References: do not list

Do not list references on your resume. Use statements like “References available upon request”. You should be prepared, however, to provide an employer during your interview with the names, addresses, and telephone numbers of at least three people who can answer questions about your work skills, attitude, and character.

Considerations

Tailoring or targeting your resume to the position you are seeking is a must for both the new and experienced job seekers. Yes, it takes extra work and time to re-do your resume each time you make an application for employment; however, in the long run, the effort is well worth the results: getting the position you want.

Employers will spend less than 30 seconds scanning your resume to determine if it’s worth further consideration. Therefore, be sure your resume is organized and attractive enough to pass the test.

Your resume, if effective, will quickly identify for the employer:

- Who you are
- What you know
- What you have accomplished
- What you like to do
- What you can offer to an employer

Do's and Don'ts of Resumes



Do

- Type and space properly. Be consistent in format.
- Limit length to one page.
- Be specific and concise. Use phrases rather than prose and complete sentences.
- Make it complete, containing all information relevant to your education, work experience, and career objectives.
- Be sure spelling, punctuation, and grammar are flawless. Proofread!
- Omit personal pronouns and personal information (date of birth, marital status, number of children, religious preference, etc.)
- Use appropriate language
- Use at least 20 pound weight paper in off-white, ivory, or light tan.



Don't

- Enclose a paragraph.
- List every job you've ever had.
- List controversial items.
- Inflate your work experience.
- Lie.
- List individual references

Resume Action Verbs

Achieved	Examined	Prepared
Acted	Explained	Presented
Administered	Facilitated	Processed
Advised	Finalized	Produced
Analyzed	Generated	Projected
Assessed	Handled	Proposed
Assisted	Headed	Provided
Attained	Helped	Qualified
Budgeted	Illustrated	Questioned
Calculated	Implemented	Realized
Collected	Improved	Received
Communicated	Increased	Recommended
Compiled	Influenced	Recorded
Compared	Informed	Reduced
Conceptualized	Initiated	Reinforced
Condensed	Innovated	Reported
Conducted	Instituted	Represented
Consolidated	Instructed	Researched
Constructed	Integrated	Resolved
Controlled	Interpreted	Reviewed
Converted	Introduced	Scheduled
Coordinated	Learned	Selected
Corrected	Lectured	Served
Created	Led	Showed
Decreased	Maintained	Simplified
Defined	Managed	Sketched
Demonstrated	Mapped	Sold
Designed	Marketed	Solved
Determined	Met	Staffed
Developed	Modified	Streamlined
Directed	Motivated	Studied
Documented	Negotiated	Submitted
Drafted	Observed	Summarized
Edited	Obtained Operated	Systemized
Eliminated	Organized	Tabulated
Ensured	Participated	Tested
Established	Performed	Transacted
Estimated	Planned	Updated
Evaluated	Predicted	

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OBJECTIVE

A position as a chemical analyst with an emphasis in the testing of agricultural products.

EDUCATION

Bachelor of Science, Degree in Chemistry, Weber State University, Ogden, Utah. 2011

- 3.65 Major G.P.A.
- Botany Minor
- Course work in quantitative, spectrometric and biochemical analysis
- Received the Mecham Scholarship for Academic Excellence

LABORATORY EXPERIENCE

Chemical Technician, Obsidian Technologies, Kaysville, Utah. 2010 – present

- Performed HPLC and GC analysis of homogeneity and pre-market
- Cleaned and maintained laboratory equipment
- Assisted with interdepartmental training sessions on quality assurance
- Coordinated the tracking of products and updating of records

Research Assistant, U.S. Department of Agriculture, Logan, Utah. 2008 (summer)

- Prepared and analyzed plant and soil samples in an analytical laboratory
- Cleaned and maintained laboratory equipment

OTHER EXPERIENCE

Machine Operator, Stitch-In-Time Embroidery, West Valley City, Utah. 2007-2008

- Inspected pre-market products for quality
- Maintained a detailed record of client orders and production

Cashier, Brooke's Deli, Bountiful, Utah. 2006-2007

SKILLS/ABILITIES

Laboratory

- Experience with GS/MS, Hitachi, and Olympus analyzers
- Trained in random analytical testing procedures
- Familiar with biochemical instrumentation and techniques
- Experience preparing quality assurance reports
- Familiar with government policies regarding chemical testing

Computer/Data Processing

- Experience using Excel, Word, WordPerfect, Chemview & SPSS
- Familiar with both Windows and Macintosh operating systems

REFERENCES: Available upon request