

STETSON UNIVERSITY

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Career and Professional Development

# Résumé Guide

## Steps to Creating a Great Résumé:

An effective resume should do two things: describe where you've been and foretell where you're going. Rather than an exhaustive list of every job you've ever held or award you've ever won, your resume should be a carefully crafted document that helps employers clearly see the value you will bring to their organization. Your resume should clearly illuminate the specific, tangible, and transferable skills and attributes that you have to offer.

### 1. Analyze Your Relative Experiences

- a. Review the job description for the skills, abilities, and qualifications employers are looking for.
- b. If there isn't a job description, envision the types of skills and abilities the employer would want to see on your resume.
- c. Determine which previous experiences you have that match these skills, abilities and qualifications—remember which skills fit with which experiences.

### 2. Formulate a Plan

- a. Make a list of categories you wish to include on your resume. Consider any relative “non-work” experiences such as education/training, volunteer opportunities, academic research, travel, and extracurricular activities.
- b. Quantify as many results as possible—how many people did you help, how much did you sell?
- c. Focus on the strengths and skills used to achieve your accomplishments.

### 3. Create Descriptive Phrases

- a. Create concise phrases to describe your job duties. Avoid using diluted phrases such as “responsible for” or “worked at”.
- b. Arrange the descriptive phrases in order of importance to the position.

### 4. Ensure Perfection

- a. Check for things like formatting, spelling and capitalization consistency.
- b. Are tabs/indentations, bullet sizes, dates, and alignments consistent?

### 5. Have your resume critiqued by our staff

- a. Make an appointment by calling or emailing us.
- b. We recommend that you submit your resume to HatterJobs, our online career services website.
  - i. Once submitted to HatterJobs, a Career and Professional Development staff member will review your resume and make recommendations.
  - ii. Once your resume is approved, you can publish it for employers to search.
  - iii. You can also use HatterJobs to search hundreds of employers' job and internship postings.
  - iv. HatterJobs allows you to apply immediately with your uploaded and approved resume.

*This list was adapted from a document originally published by University of North Carolina's University Career Services.*

## Resume Do's...

- Use professional, easy-to-read fonts (Arial, Times New Roman, or similar)
- Tailor your resume for each position; only include details relevant to particular jobs
  - Change “Relevant Coursework” for each position
- Place the most important information first and group related experiences together
  - “Education” before “Awards and Leadership”
- Use underlining, bolding, and italics to emphasize categories and important topics
  - Overdoing any of these things can be distracting so be cautious
- Keep your format consistent
  - Font size/type, order of information, layout, line spacing, indentations, etc.
- Use action verbs to strengthen your statements
  - Evaluate, Systematize, Instruct, Convey, Demonstrate, Enforce, etc.
- Quantify and qualify your accomplishments (Answers how much or how many?)
- Include relevant non-work experiences (Volunteer, clubs, etc.)
- Emphasize transferable skills
  - Basic working knowledge of languages, specific computer programs, etc.
- Keep information up-to-date and list your resume in reverse chronological order.
- Edit and proofread multiple times, send to the office of Career and Professional Development, upload to Hatter Jobs, and meet with us!

## Resume Don'ts...

- Use a resume template
- Use fancy and unusual fonts
- Set margins to be less than .5 on any side of the document, or more than 1.00”
- Use a font size below 10 point
- Include high school information if you are past your first year in college, unless your high school information or experiences directly relate your future plans.
- Use personal pronouns, abbreviations, or acronyms (I, my, FL, BA/BS, IB, NHS, etc.)
- Exaggerate your experiences or accomplishments
- Include confidential information (Social Security Number, birthday, income, etc.)
- Include everything and anything you have ever done
- Repeat information offered in another category
- Mention or list references unless an employer specifically asks for them. If they do, add a new page to your resume titled “References” and list them there
- List inaccurate or misleading information

*This list was adapted from a document originally published by Northwestern University's NCA (Northwestern Career Advancement).*