

## Writing Center Handouts

### Resume Building

#### Resume as an Argument:

Think of a resume as an argument for why you are a good fit for a job. Different jobs have different requirements—try creating a resume for each job title you’re interested in.

- **Tip:** Pull up specific job descriptions to base your resumes on. What common skills, experiences, or other key phrases are mentioned across these descriptions? When writing about your previous academic, professional, or leadership experiences, only include experiences that demonstrate these common key phrases.

#### Developing Audience-Specific Resumes:

Consider your audience:

- Large-sized firms—such as Fortune 500 companies—will first use an electronic program called an Applicant Tracking System (ATS) to identify qualified applicants; only resumes approved by the ATS will be reviewed by a human.
  - Most ATS programs can only read text in the following formats:
    - **Bolded**, *italicized*, or underlined text.
    - Conventional headers, such as “Work Experience” or “Education.”
    - ATS programs will also be looking for key terms from the job description, such as:
      - Years of experience. The ATS is looking for date ranges in numeral format (e.g., 2008 – 2009).
      - Degrees or experiences. When talking about your past work or experiences, try to include verbatim phrases from the job description.
        - **Tip:** Try spelling out and abbreviating your degree(s) for full ATS compatibility.
    - Soft and hard skills, such as “detail-oriented” or “intermediate French.” Again, try to use the same terms that the job description does.
  - Medium- and small-sized firms only employ humans; think about who might be reading your resume and how much expertise they have. Try not to include technical terms that your reader may not understand. Make sure your main points are obvious and do not need to be inferred.
    - **Tip:** Emailing your resume directly to the person reviewing applications (along with a cover letter) increases your chances of being seen!
      - When you know only a human will read your resume, try to match your category titles with experiences/abilities that your reader is looking for. For example, instead of a category called “work experience,” try something like

“customer service experience,” or “teaching experience,” depending on what it makes sense to highlight.

### Developing your Categories:

- “Experience” doesn’t necessarily mean “paid experience,” especially on a CV. Something like a semester as a teaching apprentice is certainly something to highlight, especially if you’re looking for a position that involves teaching or leadership. Same thing for a leadership role in a campus organization, for example.
- Don’t be afraid to talk about your courses/course work! If you did group projects, research, a specific essay, etc. that can pertain to your position, include that experience in your resume/cv.
- Use “orientation blurbs/bullets” to orient readers to the place you worked/position & make an argument about your abilities. Use strong, specific action verbs to highlight what you did (rather than describing what the job was). For example, “tutor at university writing center” vs “tutored undergraduate students from across campus with writing assignments ranging from lab reports to business proposals to creative writing.”

### Highlighting Experience:

- Don’t only think of the academic aspects of your experience; think of the different types of skills you have gained from it.
- Think of your academic/work experience beyond “just” its title.
- Aspects of the work you may want to emphasize:
  - Editing skills/precision/knowledge of the English language
  - Flexibility/ability to think on your feet
  - Teaching experience—the variety of assignments and individuals you’ve helped:
    - undergraduates, graduates, ESL students, students with learning disabilities
  - Compassion/patience
  - Public speaking/presentation skills
  - Research skills
  - Administrative/organizational skills
  - Leadership
  - Customer Service
  - Teamwork skills/ability to collaborate and communicate clearly

### Resume Templates:

- Arts and Sciences - <https://www.stetson.edu/administration/career/arts-science-template.php>
- Business - <https://www.stetson.edu/administration/career/business-school-examples.php>
- Music - <https://www.stetson.edu/administration/career/music-examples.php>