



# Resume Quick Guide

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## Writing Your Resume

### Purpose of a Resume

- To get an **interview**.
- Most employers only take **30 seconds** to read resumes.
- All resumes should be **tailored to each position**.
- Content should emphasize your **skills**.

### Resume Tips

- It must be **flawless and contain no spelling or grammatical errors**.
- Must be **visually appealing**.
- **Do not use personal pronouns** (I, me, my, she/her, he/his, we/our, they/their).
- **Quantify accomplishments** when possible (numbers, dollars, percentages).
- Content must be **accurate and honest**. A 2.9 GPA listed as 3.0 is not acceptable.
- **No personal information** such as age, marital status, race, height/weight.
- Print resume on white paper.
- **Use action verbs** and phrases not complete sentences.
- If two pages, **do not staple**. Place your name on top of second page.

### Helpful Services/Resources

Career Suite Drop-In/Call-In Hours:

[www.uis.edu/career/students/services/career-suite-drop-in-call-in-hours/](http://www.uis.edu/career/students/services/career-suite-drop-in-call-in-hours/)

OptimalResume:

[uis.edu/career/onlinetoolbox/optimalresume/](http://uis.edu/career/onlinetoolbox/optimalresume/)

CareerSpots Videos:

[careerspots.com/vidplay\\_links\\_ext.aspx?aid=530&](http://careerspots.com/vidplay_links_ext.aspx?aid=530&)

### How to Start

- Begin a rough draft by listing your jobs, volunteer work, and other activities.
- Avoid using a resume template/wizard as these can create future editing challenges.
- **For additional help, use OptimalResume:** Access on CareerConnect homepage under "ONLINE TOOLBOX" running down right side.

### What to Include in Your Resume

- **Contact Info:** Name, address, phone number, and email.
- **Objective (optional):** Short and Concise. Indicate job title and type of job (part time, full time, internship, and summer/seasonal). Ex: Seeking part-time campus employment.
- **Education:** Name, city, and state; degree, major, minor and/or area of concentration; date of graduation (month and year) or expected date of graduation; other colleges attended (optional); accomplishments; GPA if at least 3.0.
- **Work History/Experience:** Job title, place of employment, city, state, and dates of employment with most recent job first; highlight relevant skills in short concise statements with strong action verbs.
- **Additional Sections:** Volunteer/Internship Experience, School Involvement, Professional Development, Honors/Awards, and any other Relevant Experience. Use Keywords dispersed throughout resume.
- **Related Professional Information:** Licenses and certificates currently held; honors, scholarships, awards and fellowships earned; professional organization memberships; publications; and extracurricular activities/leadership.

