

## Preparing Your Resume

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Use this list to double-check that you include in your resume all necessary and appropriate information *based on the rhetorical situation: the audience who will read it and the specific job for which you are applying*. Suggested sections to include, as applicable, are in boldface type. You should choose between the two basic resume formats: chronological and functional. The chronological approach is more common—all items are organized in *reverse* chronological order (most recent first). An example of this type is shown on page two. The functional approach places more emphasis on skills and qualifications, making it useful when you don't yet have a great deal of applicable work experience.

### Identifying information

Include the following information in this section:

- First and last name
- Full address with zip code and two-letter state abbreviation; can include both home and school
- Telephone number(s)
- Email address

### Objective

Include the following information in this section:

- A brief phrase or sentence that shows your interest in the specific job you are seeking; base the objective on the goals or duties listed in the job advertisement and on the reader's needs—indicate *what you can do for the employer*, not what the employer can do for you
- Include the general field or industry, not the company name
- *Be specific; avoid meaningless generalities*

### Education<sup>1</sup>

Emphasize aspects of your educational background that meet the requirements for the particular job for which you are applying. Include the following information:

#### Required information:

- Degree(s) earned (use abbreviation B.S.) with major and minor or thematic sequence
- Full name of the institution that granted the degree
- City and two-letter state abbreviation of the degree-granting institution
- Graduation date (or "Expected December 2012")
- Grade point average—do not round

#### Optional information:

- Other schools attended, with the same information above (arrange education reverse chronologically)
- Full name of relevant courses completed
- Special, relevant projects and your role
- Honors and awards<sup>2</sup>
- Significant scholarships received<sup>2</sup>
- Memberships in university organizations
- Publications or important research projects with name and objective
- *Include high school info if valuable for networking; list high school accomplishments **only if outstanding or unique but do not include if you are a junior or senior***

### Employment history or experience

Include the following basic information for each full or part-time job or internship you have had:

- Your position or title<sup>3</sup>
- Organization's name
- Location of the organization (city and two-letter state abbreviation)
- Dates worked (months and years only or "summer" and year)
- Your specific job responsibilities and skills developed

Present employment information based on the following guidelines:

- Put most impressive information first
- Be specific
- Be concise
- Emphasize results
- Use active voice
- Use strong, action verbs—see handout of "Power Verbs"
- Use keywords the employer is looking for—mimic the job ad language; avoid irrelevant information
- Use present and past tense appropriately
- Use parallel structure in bullets and lists
- List jobs in reverse chronological order
- *Avoid first person (I)—use brief fragments, not sentences*

### Interests and activities

As appropriate, you may (briefly) include the following information in this section: (Customize the title of the section accordingly.)

- Listing of significant honors and awards (see note 2)
- Information regarding participation in community-service or volunteer organizations
- Listing of hobbies *if related to the job; exclude others*
- Information regarding participation in university-sanctioned organizations and activities
- *Do not include information on height, weight, birth date, health, ethnicity, marital status, number of children; do not include a photo of yourself*

### Optional sections

The following optional sections may be included based on the experience and skills desired for the specific job you are applying for:

- Computer skills and certifications, organized by hardware, software, and operating systems
- Licenses or memberships in professional organizations
- Specialized equipment or knowledge
- Military service (could be in the employment section)
- Language abilities

### References

- **No statement** is required for references—don't waste the space
- But...have a separate sheet of references ready to hand out or send if requested.
  - Include: full name, title, organization, mailing address, and phone number; email address is optional
  - Provide 3: a boss, a professor, and a character reference.
  - Use the same design as your résumé
  - **Receive permission from references before giving out their information!**

### Other notes

- Aim for one page
- Customize content to your audience—use organization and section headers to highlight what is most impressive for this job
- Quantify experiences with numbers – include specific numbers to strengthen your descriptions of volunteer and work experiences when appropriate
- Remove all hyperlinks
- Avoid prose (full sentences) in all sections
- **Position all dates at the right margin for easy reading**

<sup>1</sup> The Employment or Activities section can follow Education depending on which is most important to your audience.

<sup>2</sup> Honors and awards may go in a separate section if you have a large number of items to list. Decide where the information will make the best impression to this audience.

<sup>3</sup> You may list either your position or title first or the organization's name first depending on which is most impressive. Whichever form you choose, present all jobs consistently.

## Amy B. Laws

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**Professional Objective** To pursue a challenging position in the field of accountancy that uses my financial, cost, tax, and auditing knowledge and skills

**Education** Miami University, Farmer School of Business, Oxford, OH  
 B.S. in Business, Major: Accountancy, Minor: Decision Sciences  
 GPA 3.3/4.0 Major GPA 3.8/4.0 Expected graduation May 2012

**Specialized Courses** *Advanced Accounting:* Auditing Objectives • Advanced Cost Accounting • Accounting Systems  
*Decision Sciences:* Applied Statistics • Operations Research • Information Systems • Small Business Consulting

**Work Experience** *Resident Assistant*, Miami University August 2007-Present

- Create positive living/learning environment
- Assist and advise Hall Council
- Plan, market, and promote hall programs with other Council Members
- Maintain residence hall website featuring student accomplishments

*Accounting Intern*, Johnson & Associates, Cleveland, OH Summer 2007

- Reviewed and corrected accounting entries
- Assisted with financial planning input and analysis
- Generated reports

*Accounts Receivable Clerk*, Mable Inc., Cleveland, OH Summer 2006

- Invoiced and billed customers, created reports

*Customer Service Cashier*, CVS, Cleveland, OH May 2005-June 2006

- Negotiated solutions for customer complaints
- Handled cash receipts and balanced drawer
- Conducted weekly inventory

**Computer Skills** MS Word • Excel • Access • Dreamweaver • PowerPoint

**Honors and Campus Activities**

- Dean's List 4 semesters 2007-2008
- Member, Accountancy Club 2007-Present
- Open Rush Group Leader, Sigma Kappa Sorority Spring 2008
  - Instituted awards recognition program to recognize Senior Sisterhood Leader and Sisterhood Dedication Leaders

**Interests** Web Design • Chinese language

Sample resume base on source from: "[Resume Preparation](#)," Miami Career Services