

The Writing Center at OSU-Lima
Presents

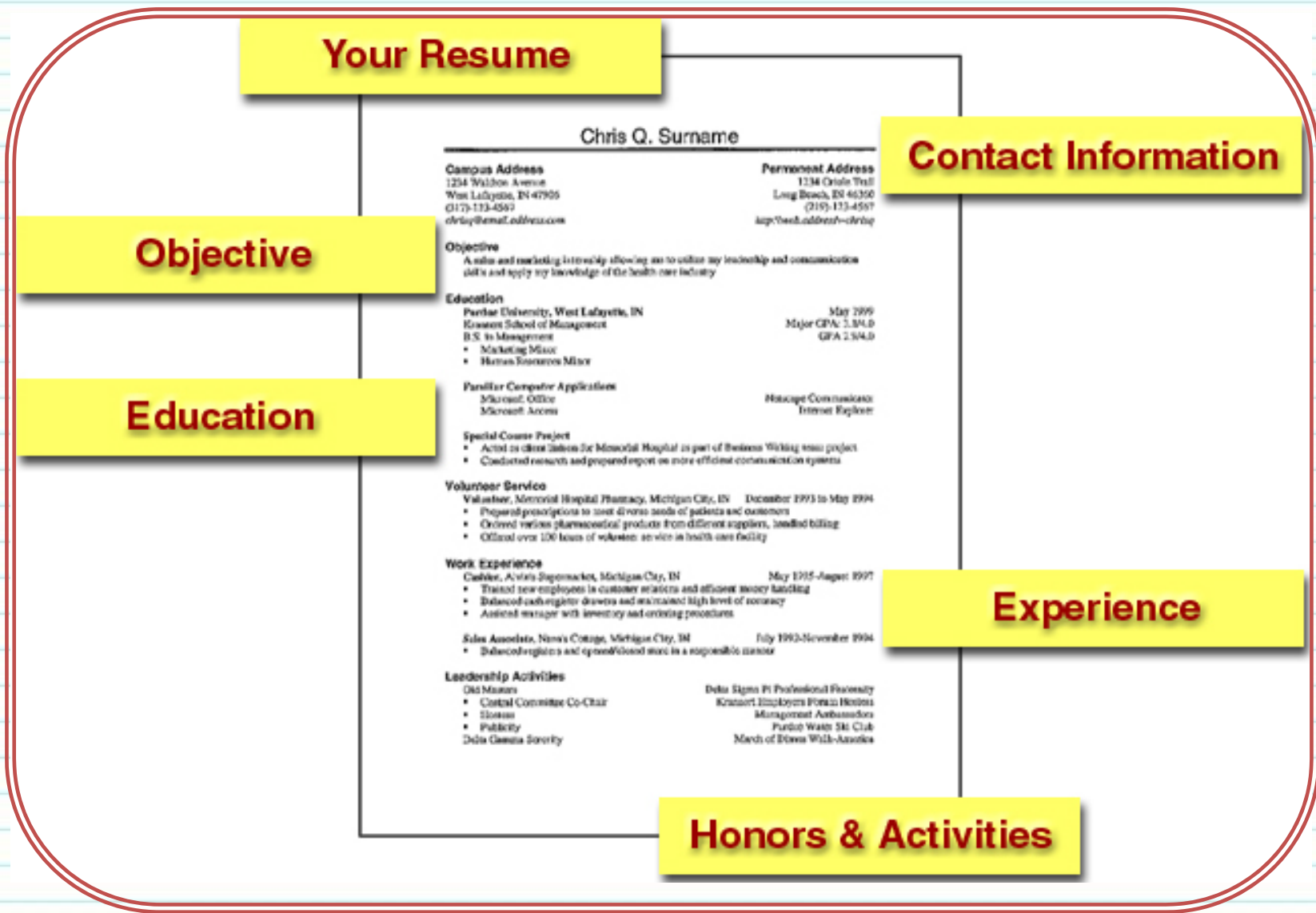
How to Write an Effective Résumé

(and live to tell about it!)

What is a résumé?

- A résumé is a brief document that summarizes your employment history, education, and experiences that are relevant to your qualifications for a particular job.
- The purpose of the résumé is to get an interview...not a job!
- You have **thirty seconds** to impress a potential employer.
- Research has shown that it takes an average of ten interviews to receive one job offer. Your résumé should be as persuasive and well-written as possible.

What's in a résumé?



So...how do I start?



Step 1) Make a big list of everything you've ever done or accomplished in your entire life.

(That means everything.)

- Allows you to get a quick overview of all your accomplishments before beginning your résumé.
- Puts all your accomplishments in one place so you can keep adding to the list.
- Reminds you of things you have done that you may not put into your résumé, but may want to discuss during an interview.
- Keeps you from missing something!

Step 2) Organize your Big List into lots of Little Lists.

(A) EDUCATION

- ❖ Where you went/are going to school
- ❖ Your GPA
- ❖ Classes you took
- ❖ Any degrees/certificates obtained
- ❖ Your major and minor, if applicable

(C) EMPLOYMENT

- ❖ All the jobs you've ever had (with dates)
- ❖ Volunteer/service experience
- ❖ Any relevant skills obtained...



(C) ACTIVITIES

- ❖ Clubs you've joined
- ❖ Events/initiatives you've started or participated in
- ❖ Leadership positions
- ❖ Any involvement with sports, art, music, etc.
- ❖ Anything else you can think of!
(You can weed out the duds later...)



(C) HONORS

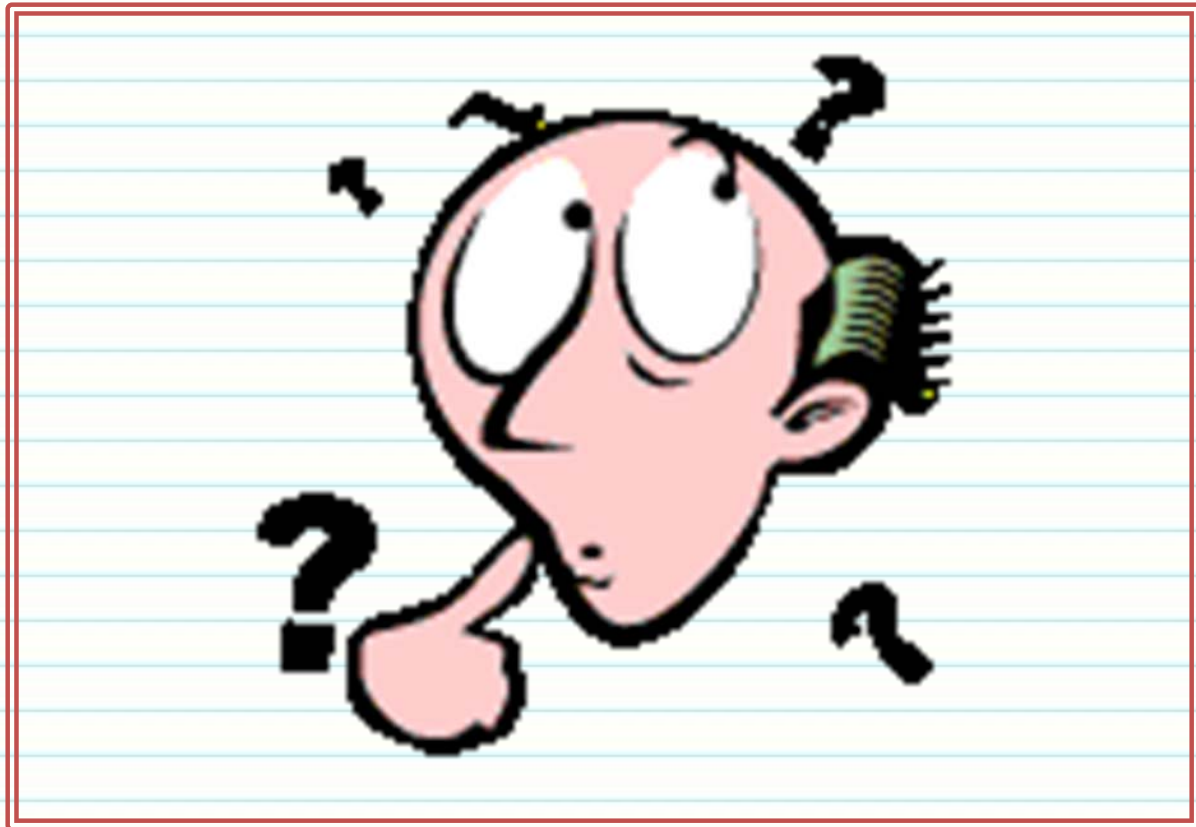
- ❖ Athletic, academic, and/or community awards
- ❖ Scholarships received
- ❖ Honors book awards
- ❖ Honors societies



(E) SKILLS

- ❖ Computer skills (HTML, CSS, BASIC, etc.)
- ❖ Knowledge of computer programs (Word, Excel, AutoCAD, Adobe, QuickBooks, etc.)
- ❖ Knowledge of any specialized machinery
- ❖ Any languages spoken
- ❖ ...anything else that you know how to do that no one has cared about so far!

Step 3) Figure out which things on your Little Lists go on your Official Résumé.



Question:

If you're applying for a position at a construction company, is it more important to include your membership in the math club or your participation in the University Chorus?

- This is the time to choose the elements which will most impress a potential employer.
- The most effective résumé is tailored specifically for the person/organization/company to whom you are sending it.
- Everything you choose should enhance your stature as an employee!
- (This means that you will have to do your research on the company to which you are applying!)

THINGS TO CONSIDER...

- **The employer's expectations...**

- What information does the employer expect to get?
- How do they expect the information to be presented?

- **The employer's characteristics...**

- Who, specifically, is reading your résumé?
- What are his or her particular needs? What are the standards of the industry to which you are applying?

- **The employer's goals...**

- What is the employer planning to accomplish? Why is this position being offered?

Step 4) Whip each section into shape!



EDUCATION

EDUCATION:

Purdue University, West Lafayette, IN
Bachelor of Science in Electrical Engineering
GPA: 3.00/4.00

May 2007

- The name and location of the institution where the degree was granted
- The date that the degree was granted
- Degree or certificate earned
- The GPA and scale
 - GPA not required, but if it's not present employers may assume that it was low!
 - You can also opt to include just the GPA for the classes in your major.
(Example: A history major who has an overall GPA of 2.95 but has a GPA of 3.4 in history courses might consider including just the major GPA.)

EMPLOYMENT & EXPERIENCE

EMPLOYMENT:

Summer 2008

Pratt & Whitney, Space Propulsion

Summer Intern, West Palm Beach, Florida

- Aided testing in controls labs to test new hardware designs
- Helped determine requirements and deadlines for control system of hypersonic engine design

✓ **Employment section is usually broken down by employer/internship**

Name and address of organization/employer

▪ Dates employed

▪ Position title

▪ Responsibilities

▪ Skills learned (if job has little to do with the position for which you are applying)

✓ **Start with the most recent employer /internship and work backwards**

✓ **Remember to tailor the description to the position for which you are applying. (But stay honest!)**

TIP: Use ACTION VERBS and DETAILS!

- ✓ Your previous experiences should sound as proactive as possible.
- ✓ Make it sound like you solved problems, achieved goals, accomplished tasks.
- ✓ At all costs, **stay away** from "responsibilities included" statements. Instead, set up a problem that existed, and say how you solved it.

OPTION A: Responsibilities included overseeing funding projects.

OR

OPTION B: Raised \$20,000 in funding, a 400% increase from the previous year.

See the difference? OPTION B makes it sound like you actually did something, and shows that you solved a problem in specific ways!

ACTION WORDS

accomplish achieve **acquire** adapt administer **analyze**

assemble balance budget collaborate **compile** composed conduct

coordinate **communicate** compile **conduct** contribute **complete**

create delegate design **develop** direct double edit **engage** establish

evaluate expand **forecast** found generate **implement** improve

interpret insure **increase** initiate **instruct** invent lead

maintain manage motivate negotiate **operate** organize oversee

participate perform **present** plan produce promote propose

provide publish **recruit** reorganize **research** review select solve

supervise survey support teach **train** travel

ACTIVITIES & HONORS

ACTIVITIES:

Purdue Engineering Student Council

September 2003-Present

Purdue Society of Professional Engineers

September 2003-Present

Engineering Projects in Community Service

Spring 2005

Habitat for Humanity

June 2006

✓ Employers are interested in activities, volunteer work, honors, etc.

✓ You should limit your activities to those which fit one or more criteria:

1. Shows leadership
2. Shows communication
3. Is related to your field

Note: Be careful about including political or religiously affiliated activities unless they are directly related to the desired position. You don't want to alienate potential employers if they don't agree with you!

SKILLS

COMPUTER SKILLS

Word, Excel, PowerPoint, Access, UltraTax, ATB

ADDITIONAL SKILLS

Microsoft Word, Access, PowerPoint
Laboratory Instrumentation: NMR and IR spectroscopy

- ✓ Put the most important skills at the beginning.
- ✓ If necessary, separate different categories of skills (as in the second example above).
- ✓ Don't overdo it! (Remember to only include skills which are applicable to the position.)

OBJECTIVE

OBJECTIVE:

To obtain a full time position in the electronics industry that utilizes a background in electrical engineering

- ✓ The objective section is the first line of your résumé, right under your name and contact information, which states what you are looking for in a job. (It can be omitted if you include this info in an accompanying cover letter.)
- ✓ Tell the employer the fields of work for which you want to be considered (librarian, social worker, etc.) or the area of work (finance, production, etc.).
- ✓ Also, give the employer any other guidelines which will help them understand your areas of interest.

Ex: A middle childhood teaching position in central Ohio An entry-level position in sales

**Step 5) Put it all
together!**

✓ One page (some employers will accept two or three)

✓ 8.5" x 11" quality paper

✓ Justify left

✓ Clear, readable fonts

✓ Most important information on top and/or in the first quadrant

✓ Passes the 20 second test! (If someone you don't know can read your résumé for 20 seconds and get the most important information, your résumé passes.)

MOST IMPORTANT QUADRANT

Present Address:
1 College and Main
Box 000, Capital University
Columbus, Ohio 43209
(614) 236-0000
sstudent@capital.edu

Sarah Student

Permanent Address:
555 Crayon Road
Baltimore, Ohio 43105
(614) 555-0000

OBJECTIVE
EDUCATION

To utilize my foreign language skills in an international business or government setting.

CAPITAL UNIVERSITY
Bachelor of Arts, May 2004
Majors: Spanish and French
Minor: Political Science
GPA: 3.5, 4.0
Major GPA: 4.00, 4.00

Columbus, Ohio
5
ch

CAREER RELATED EXPERIENCE

Research Intern, June 2003 - August 2004
Public Utilities Commission
• Participated in investigations of customer-owned, coin-operated telephones (COCOTs) or pay phones.
• Compiled investigation information of various COCOTs into a database.
• Organized projects identifying owners of violations and processing the responses.

4-August 2004
f Ohio, Columbus, Ohio
ations of customer-owned, coin-operated telephones
nes
information of various COCOTs into a database
ifying owners of violations and processing the responses

ADDITIONAL

Departmental Assistant

August 2002-May 2004

- Evaluated papers and projects
- Administered exams in the absence of a professor
- Provided additional assistance to students in the form of tutoring

Resident Assistant, Academic Years 2002-2004
Department of Residence Life
• Served as leader/advocate for 22 residents
• Resolved roommate and hall conflicts
• Counseled residents on various academic and personal areas
• Facilitated floor and hall educational and social activities

nic Years 2002-2004
Capital University, Columbus, Ohio
or for 22 residents
d hall conflicts
various academic and personal areas
all educational and social activities

Have held additional paid positions to offset college costs

HONORS & ACTIVITIES

Dean's List
Phi Sigma Iota (National Honor Society), President, 1 year
Delta Xi Delta (Sorority), Vice-President: 1 year
Peer Career Advisor
Governor's Honors Program
Pep Band Member

onor Society), President, 1 year
resident: 2 years, Vice-President: 1 year

SOFTWARE

Microsoft Word, Excel, Access

REFERENCES

Available upon request

EXAMPLE

Sarah Student

Make sure name stands out!

Present Address:

1 College and Main
Box 000, Capital University
Columbus, Ohio 43209
(614) 236-0000
sstudent@mail.com

Clearly presented and
accurate contact information

Permanent Address:

555 Crayon Road
Baltimore, Ohio 43105
(614) 555-0000

OBJECTIVE

To utilize my foreign language skills in an international business or Federal government internship

EDUCATION

Highlight what you
want to be read

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2005
Majors: Spanish and French
Minor: Political Science
GPA: 3.85/4.00
Major GPA: 4.00/4.00

**CAREER RELATED
EXPERIENCE**

Research Intern, June 2004-August 2004
Public Utilities Commission of Ohio, Columbus, Ohio

- Participated in investigations of customer-owned, coin-operated telephones (COCOTs) or pay phones
- Compiled investigative information of various COCOTs into a database
- Organized projects notifying owners of violations and processing the responses

EXAMPLE, cont.

ADDITIONAL EXPERIENCE

Action words!

Departmental Assistant, August 2002-May 2004

French and Spanish Departments, Capital University, Columbus, Ohio

- Evaluated papers and projects
- Administered exams in the absence of a professor
- Provided additional assistance to students in the form of tutoring

Resident Assistant, Academic Years 2002-2004

Department of Residence Life, Capital University, Columbus, Ohio

- Served as leader/advisor for 22 residents
- Resolved roommate and hall conflicts
- Counseled residents in various academic and personal areas
- Facilitated floor and hall educational and social activities

Details!

Have held additional paid positions to offset college costs

HONORS & ACTIVITIES

Dean's List

Phi Sigma Iota (National Honor Society), President, 1 year

Delta Xi Delta (Sorority), President: 2 years, Vice-President: 1 year

Peer Career Advisor

Governor's Honors Program

Pep Band Member

SOFTWARE

Microsoft Word, Excel, Access

REFERENCES

Available upon request

Make sure to indicate that you have references available...

USING TEMPLATES

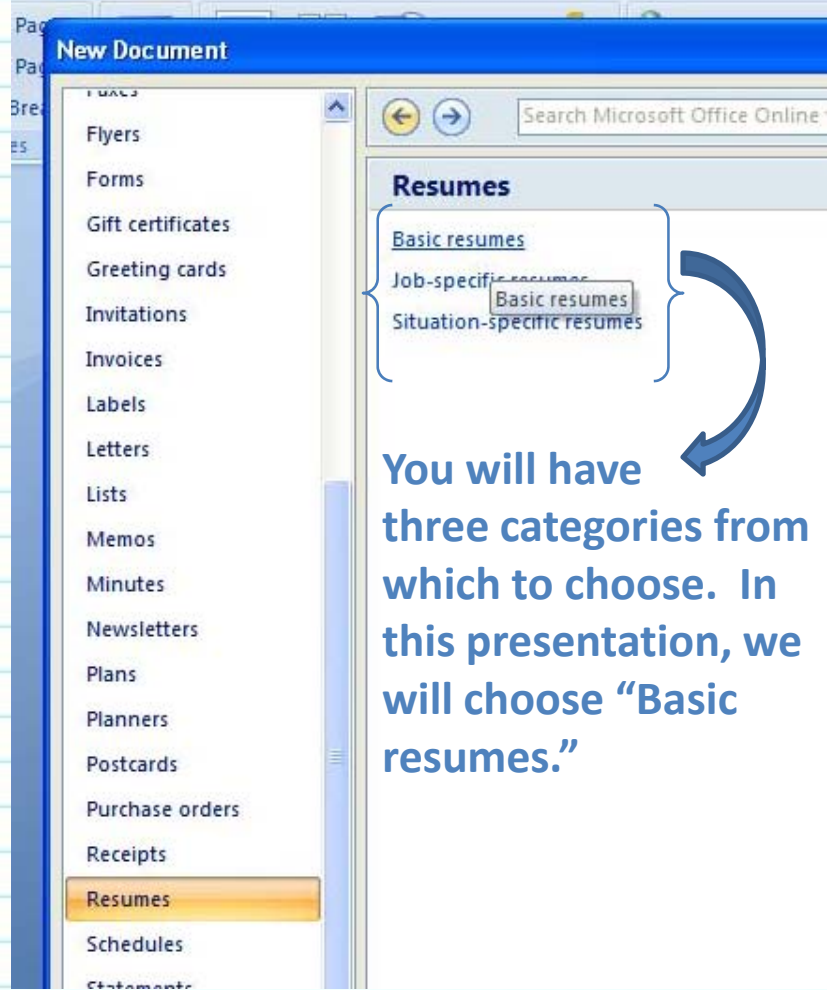
✓ You can use Microsoft Word to help you format your resume. It's easy!



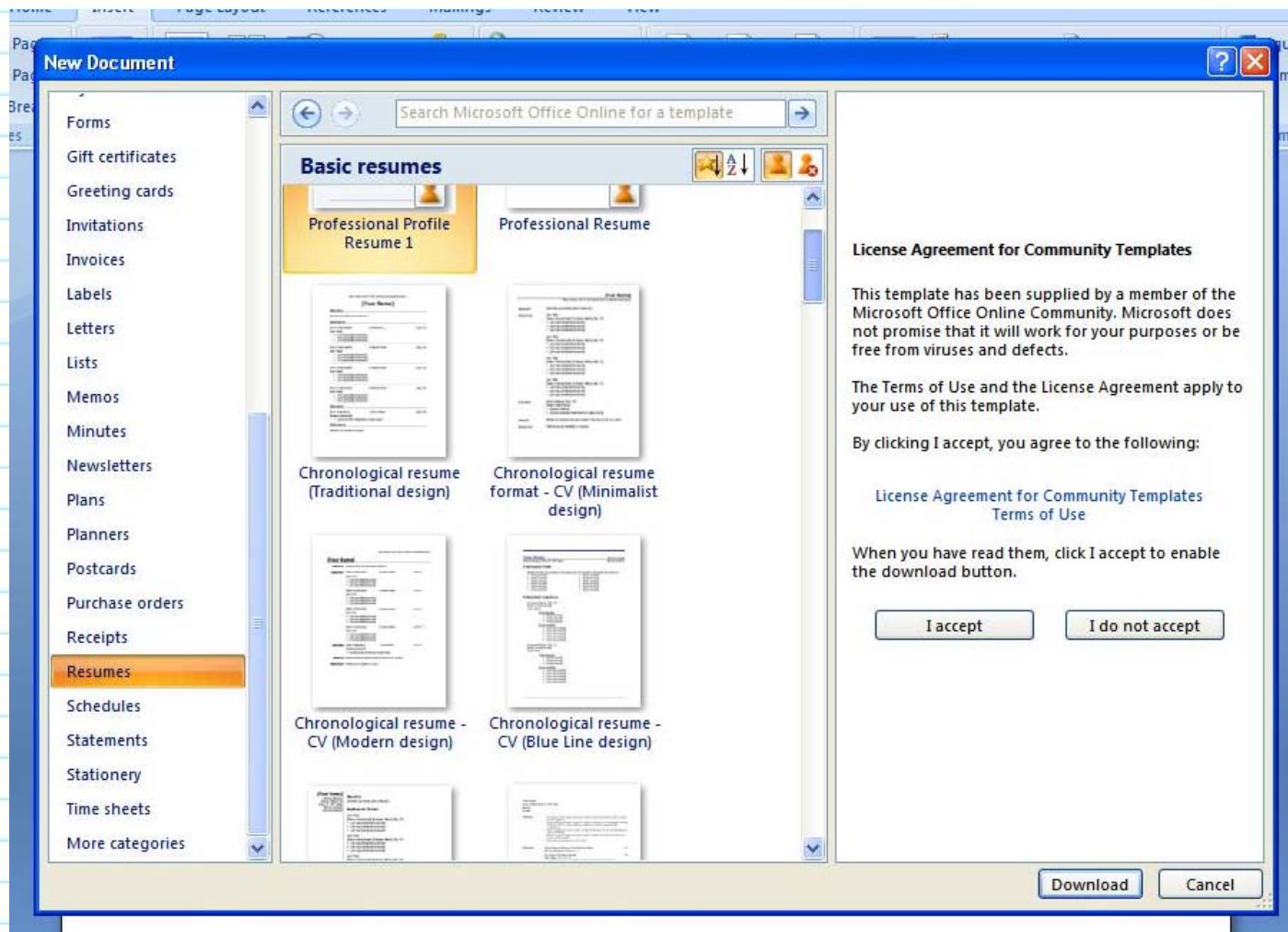
After opening Microsoft Word, click the round button in the top left corner, and select "New."

TEMPLATES, cont.

In the window that opens, scroll down and click on "Resumes."

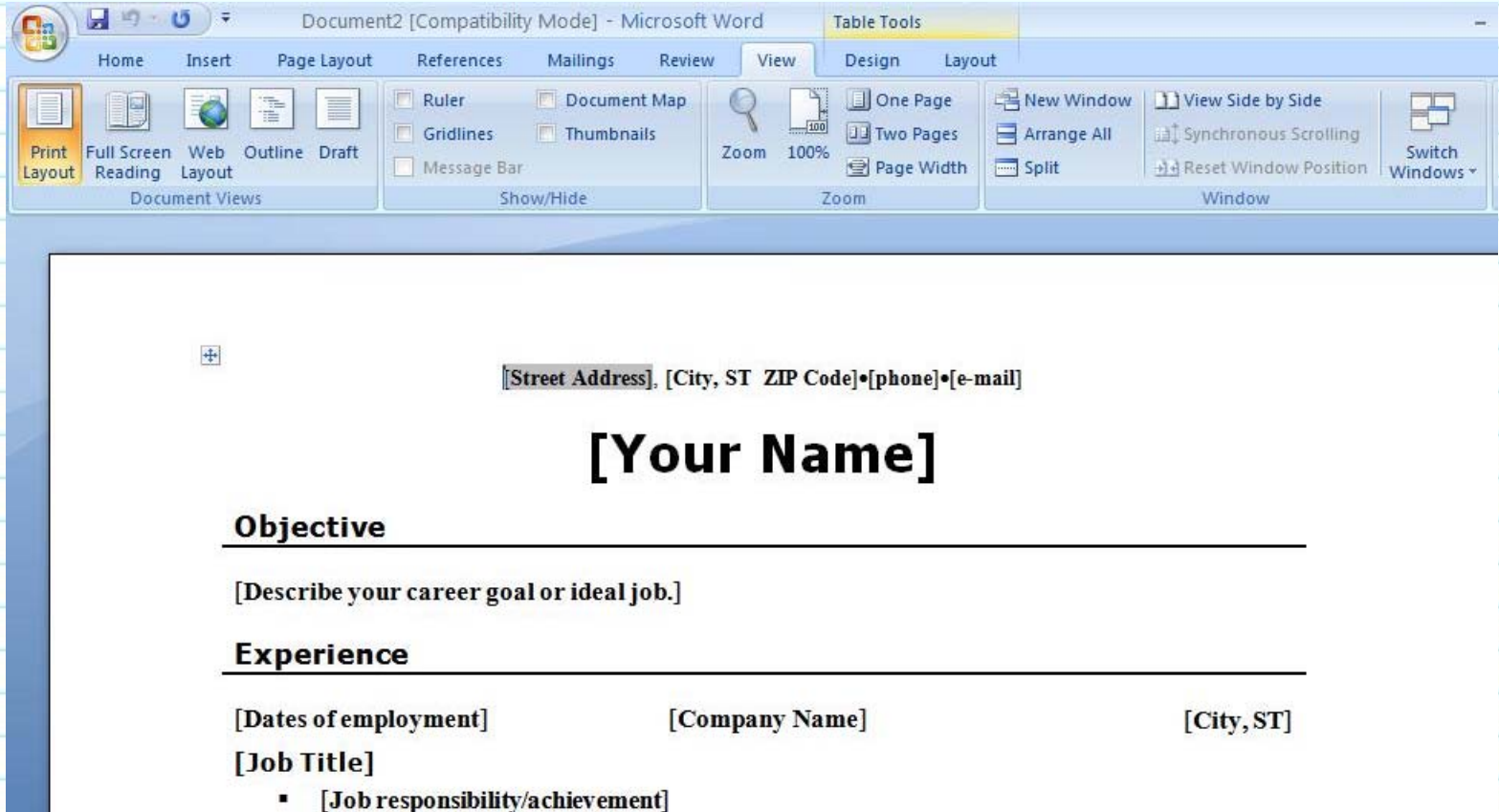


TEMPLATES, cont.



You will see many different designs for your résumé. Choose one and click “Download.” (Note: You need an internet connection and a legitimate copy of Windows Office in order to use this feature.)

TEMPLATES, cont.



A new window will open with your featured résumé design. Now, all you have to do is fill in your information!

USING TEMPLATES

✓ Another great option for formatting your résumé is OptimalRésumé, available from the OSU-Lima Career Services website...

Future Students | Current Buckeyes | Academic Resources

Student Life: Current Student Resources

Student Life | Nuts and Bolts

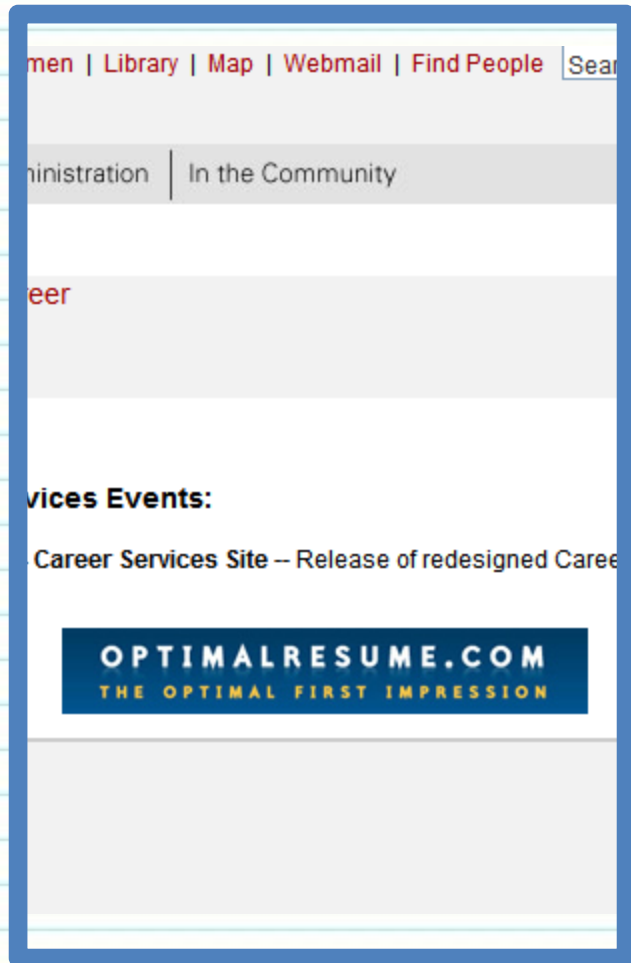
- Student Activities
- Athletics
- Housing & Carpool
- Safety & Security
- First Year Experience
- Other Campus Resources

- Mental Health Services & Student Ad
Have a question or concern and not
- The Writing Center
- The Phillip A. Heath Center for Teach
- Hog Creek Review
- Career Services
- Bookstore
- Cafeteria
Accepts cash and credit card. Hours



1. Go to OSU-Lima website.
2. Click on the “Current Buckeyes” tab at the top of the page.
3. Click on the “Student Life” tab.
4. Select “Other Campus Resources.”
5. Click on “Career Services.”

USING TEMPLATES

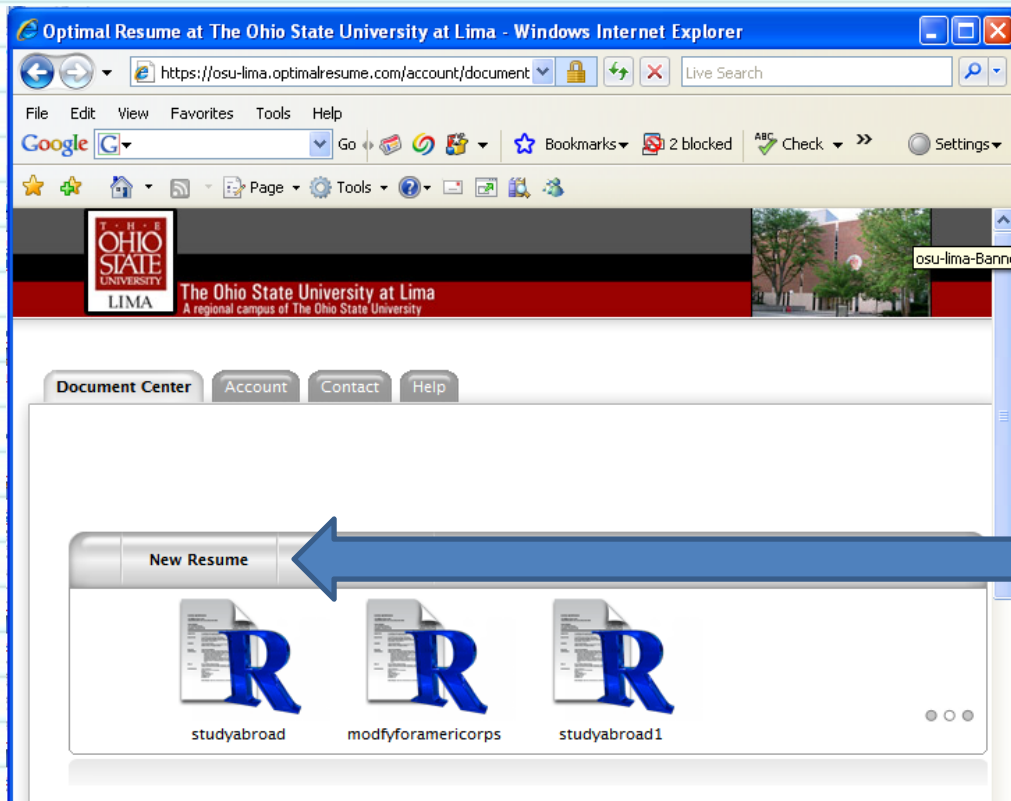


Once at the Career Services website, click on the blue box which says “OptimalResume.com.” It’s located in the bottom left-hand corner.

(Note: The first time you use it, you will have to create an account. Use your Ohio State username and password.)

USING TEMPLATES

Once you create an account, you will see a screen something like this:



Click on “New Résumé” and follow the prompts to get started...

USING TEMPLATES

The screenshot shows a web browser window titled "Optimal Resume - Windows Internet Explorer" with the URL "https://osu-lima.optimalresume.com/modules/resume/index.php". The page is divided into two main sections: "PROGRESS" and "CONTACT INFORMATION".

PROGRESS

- CONTACT INFORMATION
- HEADLINE
- RELOCATION PREFERENCE
- SELECT SECTIONS

CONTACT INFORMATION

Please enter your **Contact Information** in the provided fields. The contact details you include will populate the address information on your resume. Make ... [Read More](#)

Full Name
Jane Doe

Home Address

Address Line 1
2483 Cherry Tree Lane

Address Line 2

City
Mumpersburgh

State or Province
OH

Zip or Postal Code
45892

Country

Campus Address

Address Line 1

Address Line 2

City

State or Province

Zip or Postal Code

Country

PHONE AND EMAIL

EMAIL ADDRESS
doe.1@osu.edu

Home
567-222-4321

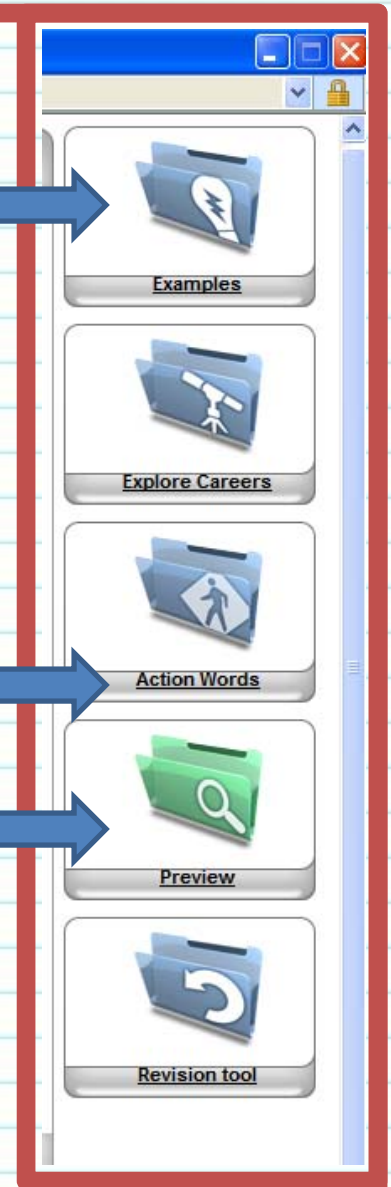
Once you have created a new résumé, follow the prompts on each screen to enter your information. If you don't have all of the information necessary, just leave those fields blank. (You can always come back later!)

USING TEMPLATES

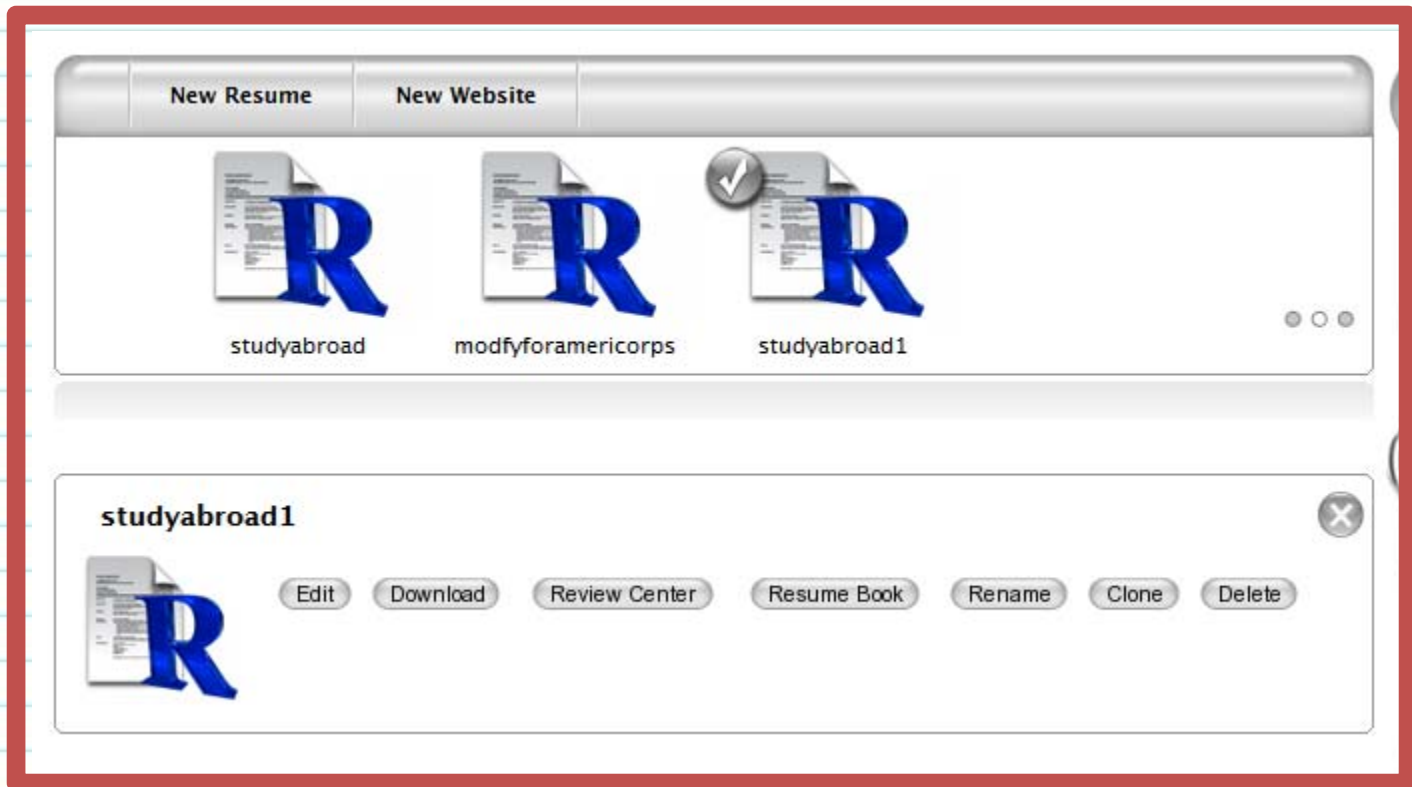
•If you need help filling out any section of the résumé builder, click on “Examples” to see ways other students have solved the problem.

•For help deciding which words to use when describing your skills, click “Action Words.”

•To see how your résumé is shaping up, click “Preview.”



USING TEMPLATES



When you are finished editing the résumé, click “Download.” The website offers the download in both PDF and MicrosoftWord compatible .RTF formats. You can then make further edits in Word, if you wish.

Sample Résumés

Here are some more examples of good résumés ...

Goliath Barneby

4545 Wandzilak Blvd.
Fort Wayne, IN 46815
260.424.6583
gbarneby@purdue.edu

OBJECTIVE:

To obtain a full time position in the electronics industry that utilizes a background in electrical engineering

EDUCATION:

Purdue University, West Lafayette, IN
Bachelor of Science in Electrical Engineering
GPA: 3.00/4.00

May 2007

RELEVANT COURSEWORK:

Integrated Circuit Engineering; Semiconductor Devices; Semiconductor Measurements Laboratory

RESEARCH PROJECT:

Digital Logic: Designed and implemented circuits using Xilinx to make an elevator operate

Sample Résumés

COMPUTER SKILLS:

FORTRAN, C, C++, JAVA, and Matlab

EMPLOYMENT:

Pratt & Whitney, Space Propulsion

Summer 2006

Summer Intern, West Palm Beach, Florida

- Aided testing in controls labs to test new hardware designs
- Helped determine requirements and deadlines for control system of hypersonic engine design

Blackhawk Swim Team

Summer 2003-2005

Head Swim Coach, Fort Wayne, Indiana

- Taught children the importance of teamwork and acted as a mediator when necessary
- Improved the swimming skills of children ages 4-18 while encouraging the children to stay on task

ACTIVITIES:

Purdue Engineering Student Council

September 2003-Present

Purdue Society of Professional Engineers

September 2003-Present

Engineering Projects in Community Service

Spring 2005

Habitat for Humanity

June 2006

Sample Résumés

Toni M. Student

PRESENT ADDRESS:

1 College and Main
Box 000, Capital University
Columbus, Ohio 43209
(614) 236-0000

PERMANENT ADDRESS:

555 Sanskrit Street
Marysville, Ohio 43040
(513) 555-5555
tstudent@columbus.rr.com

OBJECTIVE

An entry-level position in the field of marketing or sales

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2005
Major: Business Management
Concentration: Marketing
GPA: 3.37/4.00

BUSINESS EXPERIENCE

MARKET RESEARCH INTERN, Fall 2004
CARDINAL REALITY SERVICES, INC., Columbus, Ohio

- Developed a demographic survey to gain marketing information on current Cardinal Apartment residents nationally
- Classified survey results according to AMA occupational standards, apartment style preferences, and household income
- Tabulated resident profile information using Excel

Sample Résumés

ADDITIONAL EXPERIENCE

ACCOUNTING CLERK, Summer/Christmas Break, 2001-2004
WESTRECO INCORPORATED, Marysville, Ohio

- Prepared payroll for part-time employees using Excel
- Analyzed fixed asset inventory
- Prepared purchase orders and paid invoices

HONORS/ ACTIVITIES

RESIDENT ASSISTANT, Academic Year 2004-2005
CAPITAL UNIVERSITY, Columbus, Ohio

- Directly supervise 25 residents
- Counsel residents in variety of personal and academic areas
- Facilitate floor and hall developmental programs

Tau Pi Phi, *business honorary society*
Phi Beta, *fine arts honorary fraternity*
Delta Xi Delta, *local social and service sorority*
Umpire, *Ohio High School Athletic Association*, 2001-Present
Coach, *summer softball teams*

REFERENCES AVAILABLE UPON REQUEST

Sample Résumés

STEVE STUDENT

555 Robin Road
Columbus, Ohio 43215
(614) 555-5555
sstudent@capital.edu

OBJECTIVE

A staff accounting position

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2005
Major: Accounting
GPA: 3.5/4.0

RELEVANT EXPERIENCE

Assistant Auditor (Intern), January 2005-February 2005
AUDITOR OF STATE, Columbus, Ohio

- Performed substantive tests for petty cash and property, plant, & equipment funds
- Verified federal compliance utilizing Quattro Pro
- Analyzed and evaluated internal control procedures for various funds
- Audited State Agencies including: EPA, Mental Health, Human Services

Business Manager, Academic Year 2004-2005

CAPITAL UNIVERSITY STUDENT PUBLICATIONS, Columbus, Ohio

- Contacted prospective advertisers
- Developed an accounting system for accounts receivable and advertising policies and rates

Sample Résumés

Dispatch Manager, May 2004-August 2004
UNITED PRECAST INC., Mount Vernon, Ohio
-Priced invoices and reviewed special purchase orders
-Performed various accounting duties

ADDITIONAL EXPERIENCE

Program Engineer, Summers 2002-2004
WMVO RADIO, Mount Vernon, Ohio
-Monitored and programmed network radio shows
-Produced commercials
-Engineered live remotes and sporting events
-Trained new employees

ACTIVITIES/ HONORS

President, Student Chapter, Institute of Management Accountants
Tau Pi Phi (National Business Honor Society)
Alpha Chi (National Scholastic Honor Society)
Secretary/Treasurer, Student Government

COMPUTER SKILLS

Word, Excel, PowerPoint, Access, UltraTax, ATB

REFERENCES

Available upon request

Sample Résumés

Sarah Student

Present Address:

1 College and Main
Box 000, Capital University
Columbus, Ohio 43209
(614) 236-0000
sstudent@mail.com

Permanent Address:

555 Crayon Road
Baltimore, Ohio 43105
(614) 555-0000

OBJECTIVE

To utilize my foreign language skills in an international business or Federal government internship

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2005
Majors: Spanish and French
Minor: Political Science
GPA: 3.85/4.00
Major GPA: 4.00/4.00

CAREER RELATED EXPERIENCE

Research Intern, June 2004-August 2004
Public Utilities Commission of Ohio, Columbus, Ohio

- Participated in investigations of customer-owned, coin-operated telephones (COCOTs) or pay phones
- Compiled investigative information of various COCOTs into a database
- Organized projects notifying owners of violations and processing the responses

Sample Résumés

ADDITIONAL EXPERIENCE

Departmental Assistant, August 2002-May 2004

French and Spanish Departments, Capital University, Columbus, Ohio

- Evaluated papers and projects
- Administered exams in the absence of a professor
- Provided additional assistance to students in the form of tutoring

Resident Assistant, Academic Years 2002-2004

Department of Residence Life, Capital University, Columbus, Ohio

- Served as leader/advisor for 22 residents
- Resolved roommate and hall conflicts
- Counseled residents in various academic and personal areas
- Facilitated floor and hall educational and social activities

Have held additional paid positions to offset college costs

HONORS & ACTIVITIES

Dean's List

Phi Sigma Iota (National Honor Society), President, 1 year

Delta Xi Delta (Sorority), President: 2 years, Vice-President: 1 year

Peer Career Advisor

Governor's Honors Program

Pep Band Member

SOFTWARE

Microsoft Word, Excel, Access

REFERENCES

Available upon request

FINAL TIPS

- ✓ **Less is more.** Take out as many articles (e.g., the, an) as possible. Don't over-explain things.
- ✓ **It's ok to have white space on the résumé.** It makes it easier to read.
- ✓ **Be consistent.** Whatever you do with capitalization, italicizing, bolding, indenting, etc., keep it the same throughout the résumé.
- ✓ **Don't give any more information than the reader needs.** Eliminate all unimportant, or non-pertinent information, as well as those things that will give away your right to be considered without bias. (Marital status, health, age, political/religious affiliation, sexual orientation, etc.)

Step 6) Proofread.

Step 7) Proofread.

Step 8) Proofread.

Mistakes make you look lazy, stupid, apathetic, unqualified, and just generally not worth employing.

JUST SAY “NO” TO TYPOS!

RESOURCES FOR FURTHER INFORMATION

- ✓ The OWL at Purdue Website:
<http://owl.english.purdue.edu/owl/>
- ✓ Colorado State University Writing Page:
<http://writing.colostate.edu/guides/documents/resume/>
- ✓ The Career Services Center at Ohio State Lima. Contact Donna Lamb at lamb.3@osu.edu.
- ✓ The Writing Center at Ohio State Lima provides free tutoring and many resources! (Hours: M-Th 9-5; F 9-2.)

The Writing Center at The Ohio State University at Lima thanks Nellie Smith for creating this presentation.