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# GENERAL RESUME WRITING GUIDELINES

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Perhaps one of the most important tools you will use in searching for a job is your resume. The primary purpose of your resume is to interest an employer enough to contact you for an interview. If you are sending out your resume and not getting calls for interviews, the resume is not working. The information you include and the way you arrange it will determine whether or not you get your foot in the door.

**An employer typically spends less than 20 seconds reviewing your resume. Therefore, it must be:**

- ◆ Easy to read
- ◆ Highlight your strengths
- ◆ Be customized to match the job you want!

## WHAT ARE RESUMES FOR?

- ◆ Job applications
- ◆ To accompany a letter of interest to an organization that interests you
- ◆ Graduate school applications
- ◆ Career Fairs and job interviews
- ◆ For persons writing your letter of recommendation

## RESUME ASSISTANCE:

- ◆ **Career Counselors.** Come for a 15 minute drop-in appointment or schedule an individual appointment for help in creating a resume or for a resume critique. Ph: (415) 422-6216

### **Fall/Spring Hours:**

Monday, Thursday, Friday, 9-5pm\*

Tuesday & Wednesday, 9-7pm\*

### **Summer Hours:**

Monday-Friday, 9-5pm\*

*\*Hours subject to change without notice*

- ◆ **Resume and Cover Letter Workshop.** Check the Career Services webpage calendar for a listing of workshops to be held throughout the year. These are primarily helpful for those new to writing resumes.
- ◆ **Resume Critiques from employers.** Bring your resume with you to a mock interview with one of Career Services sponsoring employers for a critique by a company representative.
- ◆ **Curriculum Vitae (CV) Information.** See the Career Services handbook on Teaching and Education for a detailed explanation of drafting a CV.

## STEPS TO CREATING A RESUME:

**1. Review job announcements.** Highlight, circle, underline, star, etc. required and preferred skills and experience. Next create a list of your related qualifications.

**2. Gather content information.** See page 3 for a list of the types of information to include.

**3. Decide on a resume format.** Chronological or Functional (see p. 9 for further information).

**\*\*\*Avoid using resume templates included with word-processing software\*\*\*.** Hiring managers can easily recognize templates and do not regard them as highly as a resume designed from scratch. Also, templates do not allow much control over design and will be more difficult to customize to your own needs.

*\* The sample resumes in this handbook are based on resumes of real USF students, alumni, and friends of USF, and are used with the permission of the resume-writers. All the identifying information, including name, address, telephone and e-mail contact information is fictitious, as are the names of most of the non-USF employers. Sample resumes and cover letters are for example only and are not intended for direct reproduction. Be sure to personalize your resumes and cover letters to avoid plagiarism and the appearance of a reproduced template.*