



RESUME GUIDE

THIS HANDOUT SERVES AS A GUIDE FOR DEVELOPING RESUMES.

As you develop yours, answer these three questions:

1. What do you want to communicate about yourself as a professional?
2. Who is your primary audience and what do they need to know about you?
3. How will they receive the resume (i.e., the medium: paper, electronic, plain text, or modified via an online application system) and what do you need to do to make the most of the format employed.

Use a professional summary if you have extensive work experience.

Focus on the employer's needs when developing your resume.

Demonstrate relevant skills in the Experience section. Use action verbs. Avoid the use of "I," as this is implied.

Spell check and review your resume carefully for errors.

A resume is not a complete work history—it is a tailored document for a particular job/ internship.

In general limit your resume to one page, (two pages at maximum). Use black ink and white or off-white resume paper.

YOUR NAME
 City, ST
 Phone | Email | LinkedIn

PROFESSIONAL SUMMARY (Optional)

The objective should be brief and specific to a particular job or career field.

EDUCATION

San Francisco State University
 Degree San Francisco, CA
 Expected Grad. Mo./Yr.

- Include emphasis, related coursework or major projects, study abroad
- Also include overall grade point average if 3.0 or above

EXPERIENCE (Most recent first)

Job Title Mo./Yr.- Mo./Yr.
 Organization City, State

- Describe your responsibilities here, starting with action verbs
- Make your descriptions energetic and short
- Present information in reverse chronological order

Job Title Mo./Yr.- Mo./Yr.
 Organization City, State

- Bullet format is preferred by many employers
- Focus on results, skills, leadership, initiative and teamwork
- Maximize and quantify relevant experience

SKILLS

Technical: Software, Languages, etc.
 Foreign Languages: Basic, Fluent in, Conversational, Advanced, etc.
 Include additional skills you have for job/internship you are applying for
 Soft Skills: Motivated, Punctual, Reliable, Team Worker, etc. (include if you have no work experience)

OTHER HEADINGS (Optional)

Choose additional headings that highlight your strengths in areas such as *school projects, coursework, activities, leadership, athletics, professional organizations and/or community service*, indicating your accomplishments and offices held. Do not include personal information such as marital status, age, weight, etc.

Use an e-mail address that conveys professionalism.

Increase visual impact through selective use of bold, underlining and capitalization.

Related activities and service provide a fuller picture of you as a candidate. Include paid and volunteer positions, special seminars, offices held, etc.

List references on a separate sheet using the same heading as your resume, and "References" as your header.

Do not include References Available Upon Request in your resume.
*Do have references ready when asked.

TIPS FOR PASSING AUTOMATED RESUME SCREENERS

Most big companies use a resume screening software – also known as ATS or applicant tracking systems, which can automatically narrow the incoming resumes down to those from applicants most qualified for the job. You may be able to tell if a company uses an ATS by checking if their application link has a subdomain of an ATS company (i.e. companyname.taleo.com).

Over 98% of Fortune 500 companies use ATS to process job applications, as well as a growing number of small and mid-sized businesses!

- 1. CHOOSE YOUR RESUME KEYWORDS CAREFULLY.** Customize your resume for each position you apply for. Customizing means analyzing each job description and then including the keywords and job requirements that are most emphasized.

Start with any required skills or education/training. Many companies sort out the resumes that don't mention a critical skill -- such as a key programming language, or don't clearly indicate the required educational qualifications. Then, look for areas of experience and competencies that are highly emphasized. This includes industry lingo and specific phrasing used in the job description.

Finally, let's say the job description talks a lot about leadership, problem solving, and initiative. These terms should show up in your resume as well.
- 2. USE STANDARD FORMATTING.** Complicated templates or formats can confuse the ATS, so use standard fonts (ex. Times New Roman, Arial), section titles (ex. Education, Experience), and work history (ex. job position, employer, dates). Avoid using headers, footers, text boxes, tables, or graphics.
- 3. IGNORE THE 1-PAGE RULE.** If you have extensive relevant experience related to the job description, go over the 1-page rule, if needed.
- 4. SAVE THE FILE IN THE CORRECT FORMAT.** Some ATS programs are not able to read resumes in PDF format, so make sure to save and submit your resume as a Word document or Plain Text file (i.e. .doc, .docx, .txt).

ADDITIONAL ATS TIPS

- Network! You may be able to bypass the ATS system all together if your friends, alumni, or other connections are willing to pass your resume on to the hiring manager.
- Use the website www.jobscan.com to compare the job description to your resume and see how well your keywords, experience, and skills match.

SUGGESTIONS FOR SUBMITTING RESUMES

- Check for spelling or grammar errors one more time! Read it out loud to catch mistakes.
- Save the resume file with your name, so it doesn't get mixed up with another applicant's materials (e.g. AliGatorResume).
- Follow the employer's instructions when submitting your resume and other application materials, whether that is sending in either Word doc or PDF format, or applying through an online application system.
- If emailing your application, send a message to yourself first to test that the formatting and attachments are working correctly.