

RESUMES

Your resume is a marketing tool that highlights your skills, experiences, and education allowing you to differentiate yourself from other candidates.

<p>Your Name</p> <p>Email</p> <p>Phone Number</p>	<p>Comment [PS1]: 14 pt. font - Bold</p> <p>Comment [PS2]: Make it professional.</p>
<p>Present Address</p> <p>Permanent Address</p>	<p>Comment [PS3]: 10 pt. font – College students tend to have two addresses...consider how an employer could get in touch with you six months from now.</p>
<p>OBJECTIVE</p> <p>(To obtain an internship/fulltime position in the field of (specific))</p>	<p>Comment [PS4]: Headings: Uppercase & Bold Use 12 pt. font for body of resume</p>
<p>EDUCATION</p> <p>University of Pittsburgh, Pittsburgh, PA</p> <p>Bachelor of Science/Arts</p> <p>Major: Minor:]</p> <p>Expected Graduation Date: Month/Year</p> <p>Cumulative GPA 3.4/4.0</p>	<p>Comment [PS5]: Use an objective ONLY if you can be specific about the position to which you are applying.</p>
<p>Study Abroad</p> <p>(List name of program, location and dates overseas)</p>	<p>Comment [h6]: Justify all dates to right margin</p>
<p>HONORS/AWARDS</p> <p>Honors, Dean's list, Scholarships, Awards (with associated dates)</p>	<p>Comment [PS7]: Bold Degree and Major</p>
<p>RELEVANT COURSEWORK</p> <p>List 4-6 courses that are related to the position and unique.</p>	<p>Comment [h8]: If under 3.0/4.0, it is suggested to leave it off. Keep in mind, there are some recruiters that require GPA.</p>
<p>RELATED EXPERIENCE</p> <p>Company name, City, State</p> <p>Your Position Dates (Month/Year)</p> <ul style="list-style-type: none">Using bullets, use action verbs to describe tasks/duties you held at each positionUse three or more bullets for related experiences]	<p>Comment [PS9]: Use Key Terms in your resume where applicable.</p> <p>Comment [P10]: Justify all dates to right margin</p>
<p>VOLUNTEER EXPERIENCES/LEADERSHIP EXPERIENCES (Use separately)</p> <p>Organization, City, State</p> <p>Your Position Dates (Month/Year)</p> <ul style="list-style-type: none">Tasks/SkillsUtilize action verbs at the beginning of all bullets	<p>Comment [PS11]: Don't use "I". Don't use complete sentences. Don't use acronyms...write out completely. Pay attention to verb tense...use past tense when describing past positions and present tense for your current position(s). Be consistent with punctuation use. Be concise – keep resume to one page.</p>
<p>OTHER EXPERIENCE</p> <p>Company name, City, State</p> <p>Your Position Dates (Month/Year)</p> <ul style="list-style-type: none">Use two bullets to describe the skills you used to accomplish your work	
<p>SKILLS</p> <p>Technical Skills – Software programs, software languages</p> <p>Laboratory Equipment</p> <p>Special Training</p> <p>Foreign Language (Fluent, Conversational)</p>	
<p>ACTIVITIES</p> <p>Professional/Student Organizations</p>	

There are many different ways to format a resume. This is just a sample/guideline.

More resume examples can be found at careers.pitt.edu under Resources.

RESUME SUGGESTIONS

- ◆ **Focus on what you can do for the employer!** Employers are looking for the best candidate for the job posted.
 - ◆ **Be consistent.** There is a wide variety of formatting tools you can use to highlight elements of your resume: boldface, capital letters, underlining, italics, indenting, centering, etc. For example if you put one section heading in boldface capital letters, they should all be boldface capital letters.
 - ◆ **Don't waste space listing required core courses that everyone in your major takes.** Use that space for something more valuable and unique...unique courses you take that others in your field may not be taking. Listing a few of these interests can be a good icebreaker.
 - ◆ **Understand what you offer that is different from the person sitting next to you.** Write your resume and cover letter to "sell" what is special about you. You may be competing against more experienced applicants willing to accept an entry level position. Every line on your resume should support your sales pitch.
 - ◆ Responsibility, recognition, initiative and independent work are important. Employers want to know if you were good at what you did. **Quantify whenever possible!** Examples: doubled membership, reduced error rate by 3%, led project team of 4, won Intern of the Summer (of the ten interns).
 - ◆ **Don't leave unexplained gaps** (employers may assume you watched TV and sponged off your parents all summer).
 - ◆ **Use professional terminology** to describe what you did.
 - ◆ **Be specific.** Phrases like: participated in, worked on, helped with, involved with, do not mean too much to the employer. Describe exactly what you did or employers will assume you did the smallest possible contribution to the task. If you made copies, say so, that's ok.
 - ◆ Remember you may not get a chance to explain yourself further. Put your best foot forward and sell what is special about you in the resume and cover letter. **Realize you will have different versions of resumes/cover letters for different types of jobs.**
 - ◆ Many interviewers aren't experts at interviewing. **You may need to spell out what is important on your resume and why.** If you know what is valuable to employers in general and to this employer in particular, you'll have a big edge! Make sure to put experience/skills in the same terms that are used in the position listing.
 - ◆ **Avoid resume template programs.** In general, resume templates are hard to work with and are not scanner-friendly. Most often, it is easiest to start your resume on a blank document and create the formatting yourself.
 - ◆ **Lastly, EDIT and PROOFREAD! And then do it again!**
-