

Writing an Effective Resume



The University of Mississippi
Career Center
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What is a resume?

A Marketing Tool

RESUME

A way to
make you
appear
unique

A
summary
of experiences
that are of
interest
to an employer

A tool
to land an
interview



Beginning a resume

- Blank piece of paper
- Brainstorm
- List everything you have done!!!
- Use as a basic tool to begin the resume writing process





Most Popular Types of Resumes

Chronological

Functional

Combination





Chronological Resumes

- List jobs in reverse chronological order - most recent job first
- Organization, location, title, dates
- Brief description of job responsibilities
- Use action verbs and sentence fragments
- Pay attention to verb tense
- Stress what is relevant to the job objective





Functional Resumes

- Emphasizes skills and abilities instead of work experience
- Useful for people who have a lot of experience that seems unrelated, or have no “real” work experience
- Identifies skill areas relevant to the career area of interest





Parts of a Resume

1. Identifying Information

2. Objective

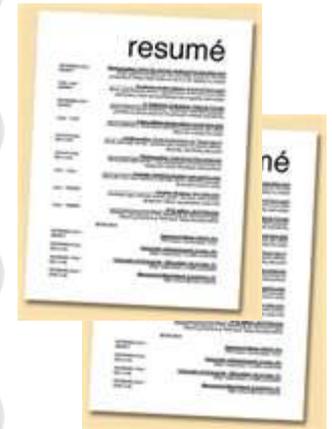
3. Summary of Qualifications

4. Education

5. Experience

6. Activities and Honors

7. References





1. Identifying Information

- Name
- Present and Permanent Addresses
- Telephone numbers
- E-mail address



Susan J. Davis

1495 University Avenue

Oxford, MS 38655

662-915-5555

sdavis@olemiss.edu

15 Washington Avenue

Atlanta, GA 30303

404-345-9812

sdavis@hotmail.com



2. Objective Statement

- **Objective is optional**
- **Tailor the objective to specific job**
- **Keep it brief and to the point**



Objective

To obtain the position of 6th grade teacher

To obtain a marketing position in a consulting firm



3. Summary of Qualifications

- **Creates an eye catcher at the beginning of a resume**
- **Focuses resume on qualifications which are important to potential employers**



Summary of Qualifications

- Ability to analyze financial information and manage funds for increasing profitability
- Dynamic in team building skills and evaluating situations to increase number of solutions
- Possess initiative to go beyond normal expectations in accomplishing tasks
- Effective in interacting with diverse client needs and proposing recommendations



4. Education

- List the name and location of your college/university
- Your degree
- Date of graduation
- Your major, minor and/or concentration
- GPA (Know the Rules)



Education

University of Mississippi *University, MS*

Bachelor of Arts - May 2004

Major: English; Minor: History

Major GPA: 3.32/4.00; Overall GPA: 3.12/4.00



5. Honors and Activities

- **Highlight activities closely related to your career goals and/or the needs of the employer**
- **List professional affiliations**
- **List honors which indicate strong academic abilities or relate to the mission of the employer**



Honors

- Chancellor's Honor Roll
- Honor's College
- Phi Beta Kappa
 - Membership Committee
- Golden Key International Honor Society

List of Professional Activities

- Beta Gamma Sigma Business Honor Society
- Financiers Club – Treasurer
- Society for the Advancement of Management



6. Experience

- List job title, employer's name, city and state
- List related skills, responsibilities, and results of your actions; use numbers to quantify
- Highlight an increase in responsibility or a promotion
- May divide into Relevant and Other
- Emphasize transferable skills: team work, leadership, communication skills



Southland Marketing Memphis, TN
Ad Campaign Specialist, Summer 2002

- Surveyed students, tourists, and locals to list Oxford's attractions
- Organized meetings with Oxford City Council and University Public Relations
- Developed a target group for ad campaign
- Created advertisements for television, regional magazines, and newspapers



7. References

- Use simple reference statement
- List references on separate page: name, title, employer, work address, & phone number
- Pick personal, professional, and academic
- Always obtain permission from individuals before listing them as references

REFERENCES

Available upon request

- If possible, include a separate page with references' information. Include your name and information as header.

Dr. A. Martin, PhD

Assistant Professor of Chemical Engineering

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The Initial Employer Scan

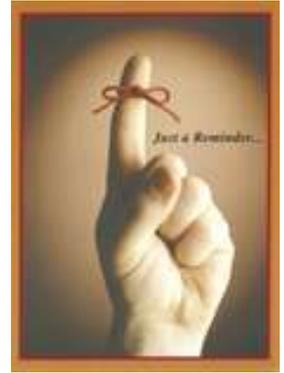
- Employers only spend 20 seconds on a resume
- There is no one right way to do a resume
- Stress results and accomplishments
- Demonstrate contributions you can make to employer
- Communicate your qualifications to employers in the most effective manner possible
- Target your resume to the needs of the employer





Resume Reminders: Do's

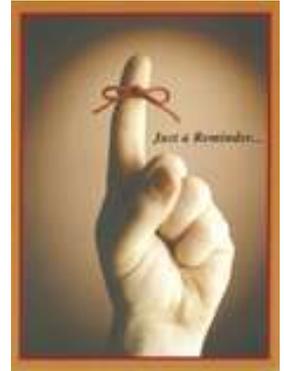
- Provide information that is relevant and positive
- Quantify & qualify when possible
- Prioritize information from most important to least important
- Emphasize and organize important items: CAPITALIZE, **Bold**, underline, *italicize* to highlight items you want to bring to reader's attention, but...do not overuse!
- Use word processor and a laser printer





Resume Reminders: Don'ts

- Omit all personal pronouns
- Avoid wordiness
- Don't use past tense when describing current job experiences
- Don't include personal information, salary requirements
- Don't forget to proofread, proofread, proofread!!





QUESTIONS?

