RESUME

Create a resume that clearly and concisely describes pertinent information about your skills, experiences, and career goals. This may include creating a few versions tailored to specific career areas. Since a resume is made up of sections that help employers learn about a candidate, some sections are essential, while others are considered optional. Even though you can get ideas from other people and sample resumes, you must decide what best communicates the most important information from your "**STORY**" to a potential employer. As this is part or your "**STORY**," you need to determine what information you want the employer to know about you and what parts of your "**STORY**" will resonate most with the employer's hiring goals.

Tips

• Keep the resume to one page in length, if possible; advanced degree students and candidates who have worked for several years may require more than one page. If using more than one page, be sure your name and page numbers are at the top of each subsequent page.

• Include items that are most relevant to, and supportive of, your career goal. Prioritize so that the most relevant items appear first. Remember that you are telling your "**STORY**"; the information that is most important should be the information you convey first.

• Be clear, concise, and consistent in writing descriptions and formatting the layout of the page. A professional look to a resume will communicate that you are also professional in your work.

• Start each bullet with an action verb and highlight achievements, quantifying results when possible. Communicating that you can produce results and affect change is a powerful component of your "**STORY**."

• Have your contact read your resume for 10 seconds and then ask them to flip over the page. Ask your contact what information they remember from their brief review. This is the story that your resume is telling the world about you. If you are not happy with the information being conveyed, come into the CPDC and we can help you craft your message to communicate the most critical elements you wish your contacts to know about your "**STORY**."