

Resources

Resume Writing

A resume is a synopsis of what you have to offer an employer for a particular job. Its purpose is to organize the relevant facts about you in a written presentation, which will serve as your personal advertisement. Your resume must indicate WHO you are, WHAT kind of work you can do, and HOW you are qualified. It must sell as well as tell!

The resumes that you use should be well-planned, distinctive, and professional in appearance. Good format, high-quality paper and well-written text greatly improves readership. Above all, each statement needs to be accurate and not overly inflated. Avoid either revealing potentially negative information unnecessarily, or selling short your accomplishments. Consistency in date, punctuation, indentation, style and tense is very important. If a second page is needed, repeat your name at the top. Refer to the sample resumes at the end of this handout, as a springboard to develop effective ideas and approaches for your own resume.

Planning Your Resume

Before you can write a persuasive resume, you need to answer the following questions:

- What is the employer looking for in a potential candidate?
- What skills/qualities can you offer an employer?

If you are unsure about either of these areas, you need to:

- Review want ads and articles in newspapers and professional journals to become familiar with current trends, issues, and jargon in your field.
- Analyze your past experiences (courses, special projects, paid employment, community involvement, clubs, student organizations) to determine in what ways you have demonstrated desired qualifications.
- Don't automatically discount minor or unrelated jobs. Employers are interested in the total person, so consider all aspects of your background as possible strengths. Ask yourself what you learned from these experiences, what qualities were necessary for good performance, and how these might be applicable to your objective.
- Formal education and previous experience related to your field are your most significant qualifications. Don't underestimate the skills you have acquired from your courses and projects, you do have related experience from your classes, labs, and projects.

Contents of a Resume

- Identifying Information - your name, address, telephone number and e-mail address. Usually both local and permanent data should be indicated. Consider including your personal URL (if appropriate).
- Job Objective - a brief statement indicating the type of opportunity by title and/or function. Make sure your objective fits the type of job you want.
- Educational Background - list of colleges and universities attended, dates, degrees, diplomas, and certificates with emphasis on highest-level achieved and special training pertinent to your job objective. List your major(s) and any concentration. You may also include your GPA and any academic honors received at each school. Don't include high school information.
- Experience or Work History - indicate dates of employment, name of employer, city and state, title of each position. Describe your major duties and responsibilities and relate any notable achievements (e.g. promotion) and/or skills developed. Use action words to attract attention to your skills and accomplishments (refer to the action verb list in this handout). You may want to have one section for related work experience and a separate section for other experience. Employment relevant to your stated job objective should be elaborated on; that which is unrelated, including part-time, should be mentioned briefly.
- Skills Section - a list of specific skills and abilities most useful in your career field. For example, computer, technical, laboratory, foreign languages.
- Activities or Interests - at least a brief mention of extracurricular activities, professional memberships and affiliations or community activities: Be sure to mention any offices held.
- Optional Categories - Military record, licenses/certifications, publications, major projects (e.g. research), other experiences (e.g. volunteer, travel)

Action Words

Use action verbs, not "duties included" or "I was responsible for". Verbs should be in the past tense for a job that is over and present tense for a current job. The following list of action words should be used to succinctly accentuate tasks, functions and achievements, especially when describing work and other experiences:

Accomplished	Created	Increased	Produced
Achieved	Demonstrated	Initiated	Programmed
Adapted	Designed	Installed	Projected
Administered	Developed	Instructed	Promoted
Alleviated	Diagnosed	Integrated	Published
Analyzed	Directed	Invented	Qualified
Appraised	Documented	Investigated	Rated
Arranged	Edited	Launched	Recommended
Assisted	Employed	Led	Reconciled
Audited	Enabled	Managed	Repaired
Authored	Enforced	Marketed	Reported

Balanced	Enhanced	Maximized	Researched
Built	Enlarged	Modeled	Resolved
Chaired	Equipped	Modified	Reviewed
Communicated	Established	Monitored	Revised
Completed	Estimated	Motivated	Selected
Computed	Evaluated	Negotiated	Sold
Conceptualized	Expanded	Offered	Solved
Conducted	Facilitated	Operated	Strengthened
Constructed	Forecasted	Organized	Studied
Consulted	Formulated	Originated	Supervised
Contributed	Guided	Oversaw	Tested
Controlled	Handled	Performed	Trained
Coordinated	Identified	Persuaded	Translated
Corrected	Implemented	Planned	Updated
Counseled	Improved	Presented	Wrote

Resume Formats

The two most frequently used types of resume formats are reverse chronological or functional. Choose the resume format that most effectively markets your skills and experiences.

1. Functional Format

This format goes beyond simply outlining experience and education. It is appropriate for a more seasoned individual. The focus is on what is termed "transferable skills." The key element of this type of resume is the section on skills. The skill clusters chosen should support the stated job objective. Group your work accomplishments, responsibilities, and duties according to functional skill areas such as "Computer Skills", "Technical Skills", "Project Planning Skills", "Managerial Skills", "Sales", "Communication". Choose your skill headings according to your job objective and briefly describe, using action statements, the work you did in each of the broad categories you identify. Work history and job titles take a subordinate position in this format. In fact, you may draw upon volunteer positions, education and other life experiences for many of the skills you wish to note.

2. Reverse Chronological Format

This format typifies 80% of all resumes. It is most appropriate for the typical student or new graduate. Education and job history are described in descending order, with the most recent events first. It tends to emphasize job titles and organizations.

Resume Review

After you have written a draft of your resume, have someone give you feedback on it. Career Services staff is available to look over your resume with you.

Resume Samples: Functional and Reverse Chronological

Sample Resume-Functional *This format goes beyond simply outlining experience and education. The focus is on what is termed "transferable skills." The key element of this type of resume is the section on skills.*

***** FALTA EJEMPLOS DE RESUMES**

Portfolio

Presenting Your Work

It is a crucial part of the hiring process. It may not only get you an interview, but it also may clinch a job offer. Whether you are a graphic designer, illustrator, photographer, fine artist, computer artist, architect or engineer it will be important for you to have an effective way to show your work. A portfolio should demonstrate creative ability, technical proficiency, and an abundance of ideas. It should be a systematic package of your visual solutions to real or practice assignments. The overall appearance and content of your portfolio leaves a lasting impression about your unique style, talent and expertise.

The Best Portfolio

- Neatness and careful organization are essential no matter how you present your work.
- The samples should be of high quality.
- Don't include everything you've ever done in your portfolio. Choose only your very best work and select pieces that are relevant to the employer or gallery you are approaching.
- Demonstrate consistency in style and skill.
- You may want to include a sample of work in different stages to show your progression of ideas and how you solved design problems.
- Include alternate solutions to demonstrate creative versatility.

Developing Your Portfolio

- Research the potential employer or market--slant your portfolio's contents to solutions developed with these customers in mind.
- Review, assemble examples and develop a sequence for your work. Start with your strongest and most favorite work.
- If properly organized, your portfolio will demonstrate to clients how your skills will meet their needs and how they can profit from it.
- Each piece must represent your interests and philosophy.
- Don't have pieces facing in different directions--the viewer should be able to examine your portfolio without turning it around.
- Remove empty pages.
- Create an introduction and a list of contents.
- Evaluate what you have done and get feedback from faculty or designers on content and presentation.
- Rehearse presenting your portfolio.
- Once you have developed an effective portfolio, it should take little effort to update or customize it.