

A composite image with a purple and pink background. On the left is a stack of white papers. On the right is a blurred clock face.

# Resume Workshop

A composite image with a green and yellow background. On the left is a stack of white papers. On the right is a clear clock face showing approximately 10:10.

Educational Opportunity Center

# Basics

The resume is a tool to get you an interview!

The purpose of the resume is to briefly relate who you are, what you know, what you have done, and what you would like to do.



# Getting Started

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- Create a rough draft listing **EVERYTHING** in your past that could be relevant.
- Plan and weigh **EVERY** word in your resume, so that you do not repeat any information.

# Guidelines

- Be consistent with the format
- Use short phrases, NOT sentences
- Include skills such as foreign languages and computer applications
- Try not to exceed one page. If you have a second page, make sure the entire page is filled!
- Neatness and accuracy are critical.

# Guidelines con't

- Do not use personal pronouns
- Do not include high school accomplishments

# Content



- Identification – Name, address, phone number and email address

# Content con't



- Career Objective – The objective statement should be as specific as possible.
- Ex. To obtain a College Advisor position at Malcolm X College
- Avoid trite word phrases such as “challenging, established firm, and opportunity for advancement.

# Content con't



- Education – Begin by listing your most recent or highest degree. Include all post-secondary education.
- For each entry include – title of degree  
date of completion, major and/or minor,  
emphasis or specialization, name and  
location of the school, GPA optional



## Content con't



- Honors – List any academic honors such as Dean's List, Honor organizations, etc.

# Content con't



- Experience – describe duties most related to the job you are seeking. Include volunteer work, internships, and self-employment.
- Detail job title, organization, major responsibilities and dates
- Be specific and use action verbs, do not list every duty, but rather those that show diversity and willingness to take on responsibility.

# Content con't



- Include all information regarding certifications, licenses, memberships, professional development workshops/seminars.

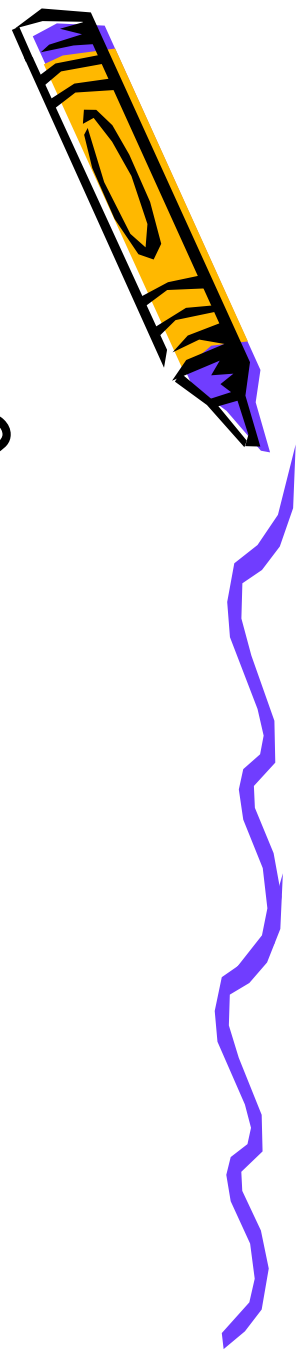
# References



- “available upon request” is acceptable.
- Make sure to have 3 – 5 references ready with names, addresses, email addresses and phone numbers at your interview.
- Communicate to references, so they know to expect a call/email and to respond accordingly.

# Questions

- What questions can I help answer?



# References

- <http://www.siu.edu/~ucs/students/>

