

Resume Writing – The Basics

A resume is very individualized, as each person has different skills and experience to discuss and highlight to a reader. Employers may look at a resume for 10-30 seconds! Therefore, it is important to highlight related experience and skill areas. It is a way to market yourself to an employer or let someone know more about you. This could be for many reasons, including internships, graduate school applications, etc. Think about your experience to date and your career objective. Construct a resume which displays such areas as your work history, education, activities, skills, etc. Below is a very basic outline to help you get started! Please contact Career Services if you have any questions or would like to further discuss your resume and/or how to highlight your experience!

Essential Information: Contact Information, Education, Work Experience

Examples of Potential Information: Summary of Skills/Demonstrated Qualifications, Technical Skills, Related Course of Study, Related Experience, Additional Work Experience, Volunteer Work/Community Service, Organizations, Honors/Awards, Professional Development, Publications

General Format: 10 to 12-size font, sans-serif font (Arial, Tahoma, Calibri, etc.), and 0.5 to 1-inch margins. Avoid using a template!

OUTLINE

Contact Information – include first & last name, address (can include both permanent and temporary), phone number, and email. Please see the example of a header below.

John Smith

150 Finoli Drive, Greensburg, PA 15601 • 724-111-1111 • john@pitt.edu

Objective – what kind of position are you applying for? *Seeking an internship in the field of Accounting OR To obtain a part-time position within the field of Psychology.* (This section can be combined with a Profile Summary.)

Education – what type of degree are you planning to have upon graduation? What is your major/minor? Include the University, city, and state. What is your GPA? Did you transfer from another school?

Example

University of Pittsburgh at Greensburg
Bachelor of Arts, Communication

- Grade Point Average: 3.4

Greensburg, PA

Expected Graduation: Month Year

Related Course of Study – courses within your major/minor. You may list those completed and those courses currently in progress. *(Typically this is listed until you have completed an internship.)*

Summary of Skills – think about the skills that you have that would be useful to the job you are applying for. Provide a list of skills. Bullets help the employer to easily pick out information. The list should include 3-4 skills you would like to highlight. A variety of skills can be listed more generally in a summary section (such as the example below) or you can also list skills more specific to your field, such as Computer, Accounting, Laboratory, or Research Skills.

Example:

- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Language: Fluent in conversational Spanish
- Technical: Microsoft Word, Excel, PowerPoint, Publisher, QuickBooks

Work Experience – Position Title, Company, Location, Dates of Employment, and a List of Duties (bullet points can help to make this organized and clear to the employer or you might use one or two sentences to describe your duties. When using bullets, start with a verb to begin each line and then complete the statement. An example would be:

Shift Supervisor

Dates

Sheetz, Irwin, PA

- Assisted Manager to coordinate general store operations, inventory functions, and shift schedules
- Trained new employers on policies, procedures, and shift routines
- Performed opening and closing procedures while ensuring accuracy and organization

Experience can be divided into *Related Experience* and *Additional Work Experience* or can be labeled into different categories, such as Managerial Experience.

Volunteer Work/Community Service – list the organization or program you worked with, location, and dates. If related to your objective, the work can also be listed as experience.

What other information would you like the employer to know about you?
