

Resume Writing Guide

Your resume is a tool to show how your education, experience, skills, and/or accomplishments will meet the employer's needs. The information you put in your resume should be relevant to the position(s) you are applying for. Use this worksheet as a guide to help you gather the information you need to create your resume. On average, employers spend 6-15 seconds screening a resume, making it a true first impression of you and your qualifications for the position. Below are tips and guides for what information to include in your resume.

Resume Basics

- Use a size 11-12 point font.
- Stay with simple font styles such as Arial, Calibri, Verdana, or Times New Roman.
- Make sure your resume margins are within 0.5-1.0 inch.
- Highlight what you did, not where you did it.
- Try not to use a template, especially if you are applying to an employer who uses an Applicant Tracking System (ATS). ATS has a hard time reading information in text boxes, graphics, and tables. If you do use a template, save your resume as a PDF and apply using the PDF version.
- Do not put your picture on your resume. It is also preferable that you do not use color.

Heading

- Your name should be the largest font on your resume, but it should not be larger than size 18 font.
- If your resume is longer than one page, make sure your heading is on subsequent pages.
- Information in the heading includes your name, address, telephone number, and email. Make sure to use an appropriate email address and that your voicemail message on your phone is professional!
- *Optional: You can have your contact information in a header if you are low on space.*

Professional Statement/Personal Summary (Optional)

- A professional statement or personal summary is more advantageous than writing an objective statement. Objective statements are about *what YOU want*; professional statements and personal summaries state *what you have to offer*.
- The Professional Statement/Personal Summary should be 2-3 sentences long and state why you are qualified for the position.
 - Example: Skilled graphic artist and photographer with three years' professional experience. Creative and resourceful in coordinating and producing items for print, Web, and graphic design. Proficient in the use of graphics software and digital and audio equipment.

Skills, Abilities, Accomplishments, & Qualifications

- Include both technical and transferable skills.
- Always consider how you can verify your statements (compare the two examples below: which sounds better?):
 - Excellent sales skills.
 - Increased sales by 25% by implementing a strategic marketing plan.

- What are the requirements for the position, and why do you think you are a good candidate for the position? Tailor your information to the job description, focusing on key words.
- What are your strengths? Focus on them.

Education

- List college(s) attended.
- Name the city and state of each college
- List program of study and degree (technical diploma, associate's degree, etc.)
- Graduation date (or anticipated graduation date)
- GPA (this is optional; only include your GPA if it is a 3.5 or higher)
- If you are a student or recent graduate, you may want to consider emphasizing your coursework relevant to the position(s)
- DO NOT LIST HIGH SCHOOL

Experience & Work History

- Clinicals, internships, externships, and other on-the-job training are excellent experiences to list; however, you need to indicate the experience was an intern, extern, or clinical site
- When listing work history that is not relevant to the position, you should focus on transferable skills and/or accomplishments that relate to the position for which you are applying.
 - For example, if you are a recent graduate of the Business Management program who worked in the restaurant industry, under work experience, you will want to focus on your people skills, sales accomplishments, etc.

Other Training

- Have you completed any certifications that are relevant to the position(s)?
- Have you taken any continuing education classes that are relevant to the position(s)?

Extracurricular Activities & Community Involvement

- Did you participate in extracurricular activities? Such as a school club, Student Senate, etc.
- Do you do volunteer work at any clubs or organizations?
- Were you given any awards that recognize your ability to fit the position? If so, include them.

References do not go on your resume. They are listed on a separate page.

Using AI to Help Write Your Resume

- Do not list personal information in any AI system
- Use AI prompts to help write *sections* of a resume not the *whole* resume (it should sound like you!):
 - AI can help rephrase generic statements into more specific, detailed statements
 - Fix grammar, spelling, and tense errors
 - Compare your resume to a job description, helping you tailor your skills and experience using key words from the job description

If you have questions or would like assistance with your cover letter, please contact:

Heather Fifrick, Career Services Manager

hfifrick@swtc.edu

608.822.2414

Room 460 (Across from Charley's Student Center)