

RESUME GUIDELINES

ré-su-mé *noun,*

A short account of one's career and qualifications prepared typically by an applicant for a position

TOP 10 PERSONAL QUALITIES EMPLOYERS SEEK*

1. Communication Skills
2. Honesty/Integrity
3. Interpersonal Skills
4. Motivation/Initiative
5. Strong Work Ethic
6. Teamwork Skills
7. Computer Skills
8. Analytical Skills
9. Flexible/Adaptability
10. Detail-oriented

*Source NACE Job Outlook
www.jobweb.com

BEWARE

After receiving your resume, employers may look to Facebook/MySpace for a more complete picture. Review the content of your online networking pages before applying for jobs or increase your privacy settings.

SELL IT, DON'T TELL IT
As you prepare your resume, don't simply list what you have done. Articulate what you have done *well*. Include positive results to your bulleted action items. A measurement of success turns a series of buzz words into meaningful experience.

GETTING STARTED



Resume-building software is available for student use at no-cost through the NDSU Career Center website or by visiting <https://ndsu.optimalresume.com>.

Using this program, you can build your resume section-by-section, view hints, instructions, examples, and action words that were created by career counselors to make the process straightforward and keep you on the right track. Instructions, examples, and content are customized and made to accommodate the specialized needs of NDSU programs.

If you already have a resume and don't want to start from scratch, you can upload your document into the *Optimal Resume* system or cut and paste any elements into the appropriate fields. From there, you can fine tune your resume and experiment with different formats.

OPTIMAL RESUME KEY ADVANTAGES

- Easy to use
- Several high-impact format options
- Your resume remains unique to you
- Ability to store several versions
- Upload directly to eRecruiting
- Create a URL to display your resume

ADDITIONAL FEATURES

- Research and explore careers with U.S. Department of Labor information
- Letter builder for assistance writing employment letters
- Interview prep with the ability to record your practice
- Access your documents from anywhere with internet access

HAVE YOU "HERD"?

More information on resume-writing and job-search skills can be found on our blog:

www.areavoices.com/ndsucc

DO

- Write your own resume
- Have an objective- be specific to the job you are applying for
- Be concise –keep it to one page
- Tailor your resume to the job you are applying for
- Use white/off white resume paper (20-30 pound weight)
- Use present tense for present jobs/activities, use past tense for past jobs/activities
- Include transferrable skills (listed inside)
- Leave enough white space to please the eye
- Use short phrases rather than complete sentences
- Use black ink
- Cover relevant information and time periods only
- Remember honesty is the best policy
- Include only your *best* skills, accomplishments, experience, etc
- Have your resume critiqued by the Career Center staff

DON'T

- Use a template- you may look at examples for formatting ideas
- Include personal information such as age, gender, marital status, personal hobbies or a picture
- Use a **busy** or **cute** font, instead choose Times New Roman, Arial, or Tahoma (limit yourself to one font)
- Use periods at the end of bulleted statements- they are not sentences
- Print on both sides of the paper- use a second sheet if you must
- Use slang or abbreviations
- Include an inappropriate email address
- List grade point average if it's not outstanding
- Exaggerate your qualifications
- Get too busy (For example, do not CAPITALIZE, BOLD, UNDERLINE and ITALICIZE headings. Generally, no more than 2 "upgrades" are necessary.)

Anatomy of a Resume

ESSENTIAL SECTIONS

Employers expect this information to be clearly and prominently presented.

CONTACT INFORMATION

- Your name should be in bold, 2-4 points larger than the rest of your heading
- Include your complete mailing address, phone number and an *appropriate* e-mail address

OBJECTIVE/CAREER FOCUS

- Be specific to the job you are applying. Anticipate re-writing your objective every time you submit your resume.

EDUCATION

- List institution, degree or area of study, minor and/or concentrations
- Include standing (EX: Sophomore Status) or Graduation date (EX: May 2010)
- Dean's List (# semesters), and all other academic honors can be listed
- Include GPA only if it is considered high for your program

EXPERIENCE

- May include paid work, volunteer experiences, internships, co-ops, part-time jobs, etc.
- Begin with the most recent employment followed by previous positions
- Include employer, city/state, your title, and dates of employment (month & year)
- Bullets should be formatted to include *action verb, skill, and task*, transferable to the desired position. Include *results* when possible. *See opposite page for action verbs and transferable skills.*
 - EX: Demonstrated(AV) leadership(SKILL) by training eight new employees(TASK), four of whom moved into management positions (RESULT).
- Three to five bullets per position are appropriate, prioritize based on position you are applying
- Bulleted statements are not complete sentences and should not end with a period

OPTIONAL SECTIONS

Choose headings that accentuate your strengths & are relevant to the work you are seeking.

Academic Achievements	Communications	Extracurricular Involvement	Other Skills	Special Awards
Academic History	Experiences	Field Placement	Overseas Employment	& Recognitions
Accomplishments	Community Involvement	Foreign Language	Overseas Experience	Special Courses
Activities	Computer Background	Graduate School	Planning & Problem Solving	Special Interests
Additional Experience	Computer Experience	Graduate School Activities	Position Objective	Special Licenses
Additional Professional	Computer Knowledge	Graduate School Employment	Practicum Experience	& Awards
Training	Computer Languages	Hardware/Software	Professional Affiliations	Special Projects
Affiliations	Computer Skills	Honors, Activities	& Awards	or Studies
Appointments	Computer Systems	& Organizations	Professional Employment	Special Training
Associations	Consulting Experience	Internship Experience	Professional Experience	Strengths
Athletic Involvement	Cooperative Education	Internship(s)	Professional Objectives	Student Teaching
Awards	Cooperative Experience	Job History	Professional Summary	Student Teaching
Awards and Distinctions	Course Work Included	Languages	Publications	Experience
Background and Interests	Designations	Leadership Roles	Published Works	Summary
Business Experience	Dissertations	Licenses	Qualifications	Summary of
Career Goal	Education	Major Accomplishments	References	Qualifications
Career Highlights	Education & Career	Management Experience	Related Course Work	Teaching-Related
Career Related Field Work	Related Experience	Memberships	Related Experience	Experience
Career Related Training	Education Highlights	Memberships & Activities	Relevant Course Work	Teaching
Career Skills & Experience	Educational Background	Military Experience	Research Experience	Thesis
Career Summary	Employment	Military Service	Seminars	Travel Experience
Certificates	Employment History	Military Training	Skill(s) Summary	Volunteer
Certifications	Employment Objectives	Objective	Skills & Attributes	Work Experience
Coaching Experience	Exhibitions & Awards	Occupational History	Skills & Qualifications	Work History

RESUME CRITIQUES AT THE CAREER CENTER

306 Ceres Hall

- Resume critiques are available to all students, staff, faculty, and alumni of NDSU
- Call 231-7111 to schedule an individual, 30-minute appointment to critique your resume
- Work on updating and perfecting your resume before your appointment
- We can be most helpful to you if you work past the first drafts before scheduling your critique
- If you need help starting a resume, visit <https://ndsu.optimalresume.com/>
- Please arrive on time for your appointment and bring two hard copies of your resume

Action Verbs

Accelerate	Classify	Decrease	Fabricated	Install	Nurture	Reason	Standardize
Accomplish	Clean	Define	Facilitate	Institute	Observe	Recommend	Steer
Achieve	Clerk	Delegate	Filed	Instruct	Obtain	Reconcile	Stimulate
Acquire	Coach	Demonstrate	Familiarize	Integrate	Operate	Record	Stock
Act/Perform	Collaborate	Describe	Figure	Interact	Order	Recruit	Streamline
Adapt	Collect	Designate	Financed	Interpret	Organize	Redesign	Strengthen
Administer	Color	Design	Fit	Interview	Originate	Reduce	Structure
Advance	Communicate	Detail	Follow	Inventory	Participate	Refer	Study
Advise	Compare	Detect	Forecast	Investigate	Perceive	Reinforce	Summarize
Analyze	Compile	Develop	Foresee	Judge	Perform	Relate	Supervise
Anticipate	Complete	Devise	Forge	Justify	Persist	Reorganize	Support
Apply	Compose	Diagnose	Formulize	Lead	Persist	Repair	Survey
Appraise	Comprehend	Discover	Formulate	Lift	Photograph	Report	Systemize
Approve	Compute	Display	Gather	Liquidate	Place	Represent	Tailor
Arrange	Concentrate	Distribute	Generate	Listen	Plan	Research	Teach
Assemble	Conceptualize	Documented	Govern	Load	Predict	Resolve	Track
Assess	Conclude	Draft	Grade	Locate	Prepare	Respond	Train
Assist	Conduct	Draw/Drew	Grind	Made	Present	Restore	Transcribe
Assign	Confront	Edit	Grow/Raise	Maintain	Preside	Retrieve	Transfer
Attain	Connect	Educate	Guide	Manage	Print	Revise	Transform
Audit	Consolidate	Employed	Handle	Manipulate	Problem Solve	Review	Translate
Authorize	Construct/Build	Encourage	Help	Market	Process	Scan	Travel
Automate	Contact	Enforced	Hire	Master	Procure	Schedule	Tutored
Balance	Contract	Endure	Identify	Measure	Produce	Screen	Type
Bargain	Control	Engineer	Illustrate	Mediate	Program	Search	Unify
Budget	Convert	Ensured	Implement	Mentor	Promote	Secure	Update
Build	Cooperate	Entertain			Proofread	Separate	Upgrade
Buy	Coordinate	Establish			Protect	Select	Utilize
Calculate	Copy	Estimate			Provide	Serve	Visualize
Care	Correspond	Evaluate			Publicize	Shape	Volunteer
Carry	Corroborated	Examine			Push/Pull	Sketch	Write/Wrote
Catalog	Counsel	Exchange			Question	Solve	
Chair	Create	Execute			Rate	Sort	
Change	Critique	Exhibit			Read	Speak/Spoke	
Chart	Cultivate	Expedite				Specified	

As you start your career search, it is important to recognize your own qualifications and be able to verbally define them.

Quick Reference for Writing Bulleted Statements

**Action Verb + Skill + Task = Result
(Quantify if Possible)**

Example:

Cultivated (AV) leadership experience (S) by mentoring new students (T), resulting in 98% freshman retention (R)

Transferable Skills

Employers expect that you will be able to apply the different skills you have gained through various experiences to the work environment. Identify abilities on your resume that can be applied in several different professional settings. *Transferable skills* are your most marketable assets.

Example: Utilized organizational skills by effectively managing 15-credit class schedule, 3 extracurricular activities, and off-campus work schedule of 25 hours per week, while maintaining 3.8 Grade Point Average

Speaking effectively	Writing concisely	Listening attentively	Facilitating group discussions
Describing feedback	Reporting	Negotiating	Providing appropriate feedback
Expressing ideas	Interviewing	Persuading	Perceiving nonverbal messages
Developing rapport	Being sensitive	Asserting	Conveying feelings
Motivating	Sharing credit	Counseling	Cooperating
Perceiving feelings	Representing others	Delegating with respect	Providing support
Forecasting, predicting	Creating ideas	Identifying problems	Imagining alternatives
Identifying resources	Solving problems	Gathering information	Setting goals
Defining needs	Analyzing	Extracting important information	Developing evaluation strategies
Initiating new ideas	Handling details	Enforcing policies	Delegating responsibility
Managing groups	Teaching	Coaching	Counseling
Promoting change	Selling	Decision making	Managing conflict
Implementing decisions	Cooperating	Enforcing policies	Being punctual
Managing time	Attending to detail	Meeting goals	Enlisting help
Organizing	Making decisions	Accepting responsibility	Setting/meeting deadlines

SAMPLE RESUME

First Last

Address • City, State Zip • 701.555.0000 • first.last@ndsu.edu

OBJECTIVE One line statement of what you are looking for (internship, co-op, part-time, or full-time)

EDUCATION **North Dakota State University**, City, State Expected Graduation: Month 20XX
Major, Degree (Bachelor of Science)
Minor:

- GPA: 3.21/4.00
- Dean's List (three semesters)
- List other academic distinctions/awards

INTERNSHIPS **Organization Name**, City, State Summer 200X
Position Title

- Highlight a co-op separately to illustrate its importance and relevance
- Three to five bullet points are acceptable

EXPERIENCE **Organization Name**, City, State Month 200X-Present
Position Title

- Demonstrated SKILL through ACTIVITY
- Acquired SKILL by DOING SOMETHING
- Managed ACTIVITY which created RESULT

XYZ Company, City, State Summers 200X-200X
Customer Service Representative

- Demonstrated ability to communicate effectively by solving customer problems over telephone
- Acquired organizational skills in maintaining over 375 customer files
- Contacted over 1000 customers resulting in over \$225,000 in sales

COMPUTER PROFICIENCY • Microsoft Office Suite • Windows XP/00/NT
 • List additional software • List additional hardware

ACTIVITIES/ ASSOCIATIONS

- Campus Activity #1-President 200X-200X
- Campus Activity #2-Secretary/Treasurer 200X-200X
- Fraternity or Sorority 200X-200X
- Volunteer Experience 200X-200X

REFERENCES Available Upon Request

SAMPLE REFERENCES*

First Last

Address • City, State Zip • 701.555.0000 • first.last@ndsu.edu

REFERENCES

Dr. John Scott

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***References** should be people that can critique your performance in past employment, education or community activities, such as supervisors, professors, volunteer coordinators, advisors, or coaches. Unless specified, three to five contacts are typical for a reference sheet.

DO:	DON'T:
<ul style="list-style-type: none"> •Use the same paper for your resume and cover letter, with the same heading •Ask permission before listing someone as a reference •Take several copies with you to interviews 	<ul style="list-style-type: none"> •Use family, peers, or personal friends as references •Submit references until the employer requests them •Choose someone with a poor professional reputation