

# RESUME GUIDE

This handout serves as a guide for developing resumes. As you develop yours, answer these three questions:

1. What do you want to communicate about yourself as a professional?
2. Who is your primary audience and what do they need to know about you?
3. How will they receive the resume (i.e., the medium: paper, electronic, plain text, or modified via an online application system) and what do you need to do to make the most of the format employed.

*Use a professional summary if you have extensive work experience.*

*Focus on the employer's needs when developing your resume.*

*Demonstrate relevant skills in the Experience section. Use action verbs. Avoid the use of "I," as this is implied.*

*Spell check and review your resume carefully for errors.*

*A resume is not a complete work history—it is a tailored document for a particular job.*

## YOUR NAME

Address  
City, State Zip  
Phone  
E-mail Address

*Use an e-mail address that conveys professionalism.*

## OBJECTIVE (optional)

The objective should be brief and specific to a particular job or career field.

## EDUCATION

**Degree** San Francisco, CA  
San Francisco State University Expected Grad. Date  
Include emphasis, related coursework or major projects, study abroad. Also include overall grade point average if 3.0 or above.

*Increase visual impact through selective use of bold, underlining and capitalization.*

## EXPERIENCE

Job Title Dates of Employment  
ORGANIZATION City, State

Describe your responsibilities here, starting with action verbs.  
Make your descriptions energetic and short.  
Present information in reverse chronological order.

*Related activities and service provide a fuller picture of you as a candidate. Include paid and volunteer positions, special seminars, offices held, etc.*

Job Title Dates of Employment  
ORGANIZATION City, State

Bullet format is preferred by many employers.  
Focus on results, skills, leadership, initiative and teamwork.  
Maximize and quantify relevant experience.

## SKILLS

Include foreign language skills. Emphasize computer software knowledge, especially programs relevant for your field. Avoid general descriptors (like "self-motivated"), but include skills specific to the job you are applying for.

## OTHER HEADINGS

Choose additional headings that highlight your strengths in areas such as Activities, Leadership, Athletics, Professional Organizations and/or Community Service, indicating your accomplishments and offices held. Do not include personal information such as marital status, age, weight, etc.

*Limit your resume to one page. Use black ink and white or off-white resume paper.*

*List "References" on a separate sheet using the same heading as your resume, and the title "References."*

*Adapted from San Diego State University Career Services  
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