

# 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

## 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.

## 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.

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.

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

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

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