

HOW TO BUILD A RESUME

Your resume is a vital part of the job and internship application process. Resumes should include:

- your educational background
- relevant experiences
- awards, achievements and skills tailored to the needs of the position for which you are applying

A well-constructed resume will help you: get an interview, market your best skills, and show that you are a good match for the job and the organization.

WRITING AN EFFECTIVE RESUME

Step 1: Start with a self-assessment

- Write out your current short- and long-term goals. What do you hope to accomplish in the next 3-6 months? What about the next 1 year? 5 years?
- Think about the type of organization, position, or program that fits these goals.

Step 2: Create a primary list

- Many people find it helpful, before doing a resume draft, to first jot down a “primary list” to help them think of **all of their experiences** that may be applicable for a resume
- Ideas for primary list:
 - o Education including international study and off-campus semesters
 - o Every paid job you’ve had with major accomplishments
 - o Every volunteer/community service experience
 - o Types of courses you’ve taken and the associated projects
 - o Research experience
 - o All of your college activities (sports, clubs, committees, leadership)
 - Include high school activities if in freshman or sophomore year of college
 - o Awards (Dean’s list, scholarships, etc.)
- Once you have written this primary list, write down the skills you have gained along the way in each of these experiences. The skills inventory, which you can get from a career counselor, is a great tool you can use during this process.
- NOT ALL of these experiences will be on your final resume you submit to employers.

Step 3: Create a primary resume

- Create a large primary resume based on the drafting tips below that includes all of the experiences from your primary list.
- This resume will never be submitted, but it will be a document you can draw from when you write a more tailored resume.

Step 4: Tailor your resume

- Tailoring each resume to the position you are applying for strongly improves your chances of getting an interview.
- You want your resume to draw clear parallels between your experience and the specific job requirements.
- You will most likely have a different resume for each job application.
- To present your most relevant experiences to an employer while keeping the information in reverse chronological order (earliest first to latest last), you can use a new section such as “Relevant Experience,” which goes above a section called “Additional Experience.” This puts your more applicable skills earlier on the document, where the employer is more likely to take notice.

Start by:

1. Going through the job description and underlining key skills that are required or preferred for the position.
2. Reflecting on your skill set and seeing where you can highlight these relevant skills in your resume.

DRAFTING YOUR RESUME

Expect to go through several different drafts during the editing process. Pay close attention to **content, grammar, consistency and formatting**. The information you include is determined by the industry in which you are applying for and the specifics from the job description.

Step 1: Do your research

- Get to know your industry or organization through online research and talking to people in the field.
- Pay attention to the skills, coursework, and experience your industry needs.
- If you have a specific position description, **what are the specific skills and experiences listed for this position?** Use this research to target and tailor your resume.
- Don’t get discouraged! If a position says that 1 year of research is required, count 2 summers of research experience or discuss research projects you have done in classes.

Step 2: Create a format

- Here is the order of the main section headings you may want to include. You can also create special sections to highlight specific skills areas like research or field work. **Everything should be chronological (earliest first to latest last) in each section.**
 - Contact information: name, address, phone number, email
 - Include your address as needed, if an employer prefers a local candidate. You can use the college address if you live on campus.
 - Use a professional email address. Use your lclark email address when applying to jobs that relate to school or build on your education. Use your personal email address when applying to seasonal jobs and jobs that do not build on your career.
 - Education: college, location, major/minor
 - Can include GPA when above 3.0, study abroad, relevant courses to the position
 - Awards or Honors
 - Relevant Experience: position, organization, location (city, state, country if not the US),

- and dates (month/year or season/year, pick one style and stick with it)
- Activities or Community Involvement or Extracurriculars or Volunteer Experience
- Skills: computer, CPR, WFR, lab skills, language
 - Language proficiency levels (basic, conversational, proficient, fluent, native)

WRITING STRONG ACTION VERB STATEMENTS

Strong bullet point statements make your skills, experiences and abilities stand out. Write these in past tense. Avoid paragraphs, full sentences, and repetition. Each bullet should say something new about your skill set.

Ask yourself:

- As a result of my action, what happened to the project? My client? My customers? My organization? Others involved?
- **Why would a potential employer care?**
- What skills did I use to achieve the accomplishment?
- What quantified result did my action produce?

If the bullet cannot answer these, revise it.

Your skills statement should read like this:



Action verbs

- Start by identifying important job details to help guide your choice of action words.
- Choose strong action verbs that place you as an **initiator of action**, leaving a positive impression on the reader.
- Avoid starting off descriptions with “Responsible for.” Instead use action verbs such as **“managed,” “implemented,” “developed,”** and **“created”** which more clearly state your function.
- See the last few pages of this handout for a list of powerful action verbs

Skill utilized

- Identify the skills you demonstrated or developed in your various experiences (internships, thesis, tutoring, volunteering, course work, research, jobs).
- **Tell the reader/employer what you can do for them.** Show your value to the employer through the abilities you gained and used in your past experiences.
- Ask yourself about your experiences: What was it for? Where was it? How was it done? For whom? Why was it done?



- Employers want to see workers who can **achieve solid results** and results are best stated in terms of **reportable numbers**.
- How many people or products did you organize, serve, manage or oversee? By what percentage did you increase sales, event turn out or efficiency? How much of a budget did you work with, with what type of results?
- By using numbers in detailing your work experience, **you are demonstrating your focus as being results- oriented rather than task-oriented**. This is an attribute many employers look for when selecting candidates.
- In order to measure your accomplishments, try to obtain as much data as you can in regards to your previous work experience. It is never recommended to make up numbers.



You have just seconds to get noticed, so your resume should look clear, concise, professional

- For undergraduate students and recent graduates, your resume should not exceed 1 to 1.5

- For undergraduate students and recent graduates, your resume should not exceed 1 to 1.5 pages, with any references on a separate page.
- Keep things **consistent**. If you write dates in months, do this throughout. If you list experiences as position, company, location-make sure this is done throughout.
- Balance white space with text using lines and blank lines as needed.
- Organize your information the way people read – left to right and top to bottom.
- Make sure margins are no smaller than 0.5 inches, with all the information lined up accordingly to make the document look clean.
- Emphasize information (titles, organizations, etc.), with *italics*, **bold**, ALL CAPS, underline or a combination.
- Choose easy-to-read fonts, between 10 and 12 points in size.

- For printed resumes, use white or off-white high-quality paper.
- Do not use templates! They are difficult to edit in the future.
- Avoid complicated fonts or formatting that will get jumbled when sent between programs.
- Do not include a picture of yourself, personal information (age, marital status, etc.), salary information or experiences that are irrelevant to the employer's needs (there are exceptions to this rule if you are applying for an international position).

BEFORE SUBMITTING YOUR RESUME

- Proofread, proofread! Have two other sets of eyes proof your resume before you submit it.
- Make an appointment or stop by drop-in hours with the Career Center to have your resume reviewed by professionals and trained peers.
- Use your network to have your resume reviewed by someone in the industry if possible.
- Review your final draft with a critical eye. Make sure all of your resume statements are positive, accomplishment-oriented and truthful. Keep in mind that facts can be easily checked from past employers.
- Keep track of the resumes you create in a computer folder or in your Google Drive.
- Work on your cover letter, if needed.
- Submit and good luck!
- Now what?
 - Do you have a LinkedIn profile? If not, use the language you developed for your resume to build your profile.
 - Follow the Career Center on social media and check out our website for tips, resources, or to schedule an appointment!
 - Instagram @piocareers
 - Twitter @piocareers
 - Facebook @lcpiocareers
 - Website http://go.lclark.edu/career_center
 - Check out Handshake for more opportunities

For additional specific tips on formatting and what to include in each section, take a look at the attached sample resumes.

Lily Jack

111-222-3333 | lily.jack@gmail.com | 615 S Palatine Hill Rd, Portland, OR 97219

EDUCATION

Lewis and Clark College

Bachelor's of Arts, Major International Affairs, Minor Entrepreneurship

Portland, Oregon

Expected May 20XX

WORK EXPERIENCE

Bates Center for Entrepreneurship – Lewis & Clark College

September 20XX – Present

Marketing Assistant

- Publicized Bates Center events and opportunities by designing posters and handling social media.
- Initiated projects and brainstorm strategies to develop and expand the Bates Center.

Writing Center – Aubrey Watzek Library

September 20XX – Present

Peer Writing Tutor

- Assisted peers with perfection and completion of academic papers.
- Acted as a source of empowerment when a peer is struggling with a writing assignment.

CO-CURRICULAR EXPERIENCE

Teacher of the Year Committee (TOTY) – Lewis & Clark College

February 20XX – Present

Chair

- Publicized TOTY award campaign through social media and word of mouth.
- Lead committee meetings to carefully analyze student submissions and select finalists.
- Collaborated with committee members to publish an official video announcing the winner.

PROJECTS

MENA Symposium – Lewis & Clark College

December 20XX – March 20XX

Member of the Organizing Board

- Collaborated with peers to organize the Middle East and North Africa Symposium, an informational event raising awareness about the MENA region.
- Researched organizations and individuals of interest to partake in panels and activities.

PUBLICATIONS

Meridian Journal of International Perspectives

April 20XX – Present

Contributing Author

- *Monarchic Stability and Survival in the Middle East and North Africa*
- *Mohammed Mossadegh and Nationalization of the Iranian Oil Industry*
- *War for Economic and Material Gains – Is Colonialism Really a Thing of the Past?*

SKILLS

- **Technical:** Experience with Microsoft and Excel spreadsheets | Livewhale Website Design
- **Languages:** English (fluent), Arabic (native), Spanish (intermediate)
- **Social Media:** LinkedIn, Facebook, Instagram, Snapchat, Twitter

Norma L. Human

Portland, OR 97219
(000) 000-0000
normalhuman@lclark.edu

EDUCATION

Lewis & Clark College - *Portland, OR*

Expected May 20XX

- Bachelor's of Arts in International Affairs
- Involved with the Gender Studies Symposium planning committee

Normal High School - *Portland, OR*

August 20XX - May 20XX

- Membership in the National Honor Society and the Spanish Honor Society
- GPA of 3.84
- Completed and passed 11 AP Exams

EXPERIENCE

Normal Retail Store - *Sales Associate*

August 20XX - July 20XX

- Restocked and arranged products to ensure displays were full and organized.
- Located merchandise for customers, providing assistance with purchasing decisions.
- Handled transactions involving credit and cash purchases.
- Tracked supply of products and assessed when orders need to be placed.

AFFILIATIONS

Normal Online Organization - *Management*

September 20XX - August 20XX

- Supervised 120 members by keeping track of their workloads, if they were completing the necessary tasks, and their wellbeings.
- Wrote articles about a variety of topics unique to being a teenager.
- Proof-read articles in a wide array of styles, from essays to poems to articles.

SKILLS

- Google Docs, Microsoft Word, Excel, and Powerpoint
- Conversational Spanish

Fin Land
615 SW Palatine Hill Rd Portland, OR 97219
FinLand@LClark.edu / 213-672-4897

EDUCATION

Lewis & Clark College, Portland OR

Aug. 20XX - EXPECTED 20XX

Bachelor of Arts - GPA: 3.68

Psychology Major, Neuroscience and Art/Art History double Minor

Course/work:

Infant&Child Development Paper (Attachment Development in Multiracial and Multicultural Homes: Secure and Insecure Households)

WORK EXPERIENCE

Willamette Health Center, Portland, OR

Aug. 20XX - PRESENT

Desk Clerk

- Answered calls regarding client appointment times, bookings, and cancelations.
- Answered general questions in relation to health insurance coverage, billable hours and cost, general information about the counselors at the center and what they specialize in.

Mailroom, Lewis & Clark College

Aug. 20XX - PRESENT

Mailroom Technician

- Inputted order numbers into the mailing database.
- Placed cards and other smaller envelopes into student mailboxes.
- Signed in/out packages from and to students at the front counter.

Camp Yosemite Outdoor Adventure, Yosemite, CA

Summer 20XX

Camping Specialist

- Taught the campers how to build a safe fire.
- Taught the campers how to pitch, clean, and pack tents.
- Taught campers what should go inside a mess kit and a First Aid Kit.

Art Therapy Program, Lewis & Clark College

Aug. 20XX - May 20XX

Co-Researcher

- Peer reviewed documents to be submitted to IRB (Institutional Review Board)
- Sat in on graduate student Art Therapy sessions, documenting their therapizing style

John S. Rogers Science Research Program, Lewis & Clark College

Summer 20XX

Neuroscience Co-Researcher

- Peer reviewed documents to be submitted to IRB (Institutional Review Board)

CERTIFICATIONS/AWARDS

CITI Program, A Division of BRANY

- Responsible Conduct of Research - April 2021- Present
- Social and Behavioral Research - Aug. 2021 - Present
- Revised Common Rule - Aug. 2021 - Present

Red Cross Certification

- Adult and Pediatric First Aid/CPR/AED - 6/11/2021 (2yrs) ID:00KATBD
- Wilderness and Remote First Aid - 6/11/2021 (2yrs) ID:00GHTAO

SKILLS

Proficient in navigating and using Statistical Analysis programs R and Jamovi

Strong technical skills with using Word, Excel, Google Sheet, PowerPoint, Google Docs, and Pages

Familiarly with MLA, Chicago, APA writing styles

Fluency: English, Spanish, French, Italian

Frodo Baggins

he/him

Brandy Hall, Buckland Bag End,
Hobbiton Crickhollow Valinor
(555) 444-3218
FrodoBagg@gmail.com

EDUCATION

Lewis and Clark College

Expected May 20XX

Candidate for Bachelor of Arts

Portland, OR

Major in Chemistry and Minor Mathematics

GPA - 3.97

Shire High School

August 20XX - May 20XX

High School Diploma

Shire, Nz

GPA - 4.02

EXPERIENCE

Greenleaf Makeup Company

May 20XX - Present

Chemical Engineering Intern

Working with makeup scientists to create plant based formulas for eco friendly makeup products, colors, and mass production. Specifically working in the foundation department to create all inclusive makeup for every skin tone from mushrooms and bacteria to reduce the pressure on Ent-wive hunting.

Lewis & Clark College Art Exhibits

September 20XX - May 20XX

Ring Exhibit Advisor

Portland, OR

Helped students and alumni explore the joys of ancient rings by creating ancient and modern ring displays. Created detailed histories of each ring with theories of their creating and origin. Transported rings to where they originated from after the exhibit.

Birch Trails Camp

June 20XX - August 20XX

Camp Counselor

Minong, WI

Created and facilitated a Birch Trail specific map/history and Elven Language program for elementary-aged students. Led climbing, tie dye, sailing, and other various activities for groups of campers of various ages.

Shire Bird Conservation Center, Three Mountain Alliance

August 20XX - January 20XX

Volunteer

Conducted surveys on endangered plants and animals in culturally significant and high risk areas, worked to restore native forests, and mapped Shire historical sites.

SKILLS

- Fluent in Sindarin and Quenya
- Experienced in Canva, Google Platform, Microsoft Word, R, Workday, WebMO, and Wix Website Creator

AWARDS/CERTIFICATIONS

- Wilderness First Responder Certified, 20XX
- Adult/Child/Infant CPR, AED & Airway Management Certified, 20XX
- Epinephrine Auto-injector Certified, 20XX
- Bronze Presidential Volunteer Service Award, 20XX

Petri Amygdal

314 Organelle Rd, Portland, Oregon, 90158

(434) 656-6666 ~ Petri@gmail.com

EDUCATION

Lewis & Clark College Portland, OR, Anticipated May 2024

Bachelors of Arts, Major- Biology, Minor- Mathematics

G.P.A. 3.3 overall; 3.5 Biology, 3.7 Mathematics

Related Coursework: Organic Chemistry I&II, Statistical Analysis, Combinatorics, Biomedical Ethics, Biology of Infectious Diseases, Calculus IV with Applications to Science, Genetic Engineering, Molecular & Cellular Biology, Differential Equations

Independent Projects: “Categorizing the motor-driven and diffusive motion of secretory granules containing neuromodulatory proteins”

LAB TECHNIQUES AND COMPUTER SKILLS

~ Atomic force Microscopy	~ Laser Spectroscopy	~ Programming in C++ and R
~ Fluorescence Microscopy	~ Western blotting	~ Geographic Information Systems
~ Plant identification	~ Mathematica	~ Polymerase chain reaction
~ LabView	~ Teralode 4	~ MS Office

RESEARCH EXPERIENCE

Researcher, John S. Rogers Research Program - Summer 20XX

Department of Biology, Lewis & Clark College, Portland OR

~ Executed High-resolution fluorescence microscopy; image deconvolution, live-cell imaging, diffusion modeling

~ Prepared samples by fixing cells, mounting on microscope slides and conducting immunohistochemistry and electroporation

Researcher, Vertebrate Lab - Winter 20XX

Department of Biology, Lewis & Clark College, Portland OR

~ Preform laboratory and literature research on molecular basis of vertebrate circadian clock with Principal Investigator Robert Geeko

~ Investigate expression and function domain s of clock gene cryptochrome using luciferase gene reporter system transferred in COS-7 and NIH3T3 cell lines

~ Present data at weekly lab meetings and collaborate with team to make sure study runs smoothly

Research Assistant, Greta Binford Lab - Fall 20XX - Present

Department of Biology, Lewis & Clark College, Portland, OR

~ Organize, clean, and set up lab for Principal Investigator Greta Binford which investigates biodiversity and arachnids, examining the evolutionary process of spider venoms

Assistant, La Selva Biological Station - Summer 20XX

International Science Internship, Montreverde, Costa Rica

~ Conducted research on ecological genetics by collecting soil, root, and leaf samples from various field sites

~ Preformed DNA sequencing and genotyping in environmental sciences lab utilizing Applied Biosystem 3100-AvantGenetic Analyzer

~ Followed proper safety precautions and cerated organized work space so analysis was successful

~ Co-edited manuscript to be submitted for publication in international journal

TEACHING EXPERIENCE

Math Tutor, Symbolic and Quantitative Reasoning Center - Fall 20XX - Present

~ Tutored algebra tough introductory major courses in mathematics

~ Presented material in clear, engaging manner to increase students' understanding and performance

SAMPLE REFERENCES PAGE

(Use the heading from your resume which includes your name & email)

REFERENCES

Format for reference listings:

First and last name

Title

Organization

Phone number

Email

Greta Binford

Associate Professor of Biology

Lewis & Clark College

503-768-7653

binford@lclark.edu

Louis Kuo

Professor and Chair of Chemistry

Lewis & Clark College

503-768-7535

kuo@lclark.edu

Benjamin Smith

Director of Division of Endocrinology

Oregon Health & Sciences University

503-494-8642

smith@ohsu.edu

References tips

- Three references are usually sufficient. This student selected two academic references and an employment reference who was her internship supervisor.
- Choose references who know you well and who can speak to your academic accomplishments, skills, work ethic and achievements.
- Always get permission prior to using someone as your reference and make sure you send your reference a copy of your resume. It is best practice to give a reference a minimum of 2 weeks' notice if putting them as a reference and a months' notice if you would like a written reference letter.
- References go on a separate page from your resume. You do not need to have "references available on request" on your resume, as this is a given.

ACTION VERBS

Achievement	Analysis & Problem Solving	Assistance	Communication	Creation & Development	Negotiation
Advanced Assured Bolstered Eliminated Encouraged Enhanced Expanded Facilitated Fostered Generated Guaranteed Identified Improved Increased Inspired Mastered Maximized Motivated Obtained Overcame Promoted Reduced Stimulated Strengthened Upgraded	Abstracted Analyzed Appraised Assessed Briefed Clarified Compared Correlated Critiqued Debated Defined Determined Diagnosed Dissected Evaluated Examined Identified Interviewed Judged Maintained Mapped Monitored Observed Perceived Ranked Read Reasoned Related Researched Reviewed Screened Scanned Solved Studied Summarized Synthesized Verified Visualized	Advised Assisted Bolstered Collaborated Contributed Consulted Cooperated Enlisted Facilitated Fostered Helped Participated Referred Served Strengthened Supported Sustained	Addressed Advertised Answered Briefed Communicated Corresponded Debated Explained Expressed Facilitated Interpreted Interviewed Lectured Listened Narrated Prepared Presented Publicized Recorded Responded Spoke Wrote	Acted Adapted Authored Bolstered Built Charged Clarified Composed Conceived Corrected Created Designed Developed Devised Discovered Drafted Eliminated Established Expanded Expedited Initiated Innovated Instituted Integrated Introduced Invented Launched Modified Originated Perceived Performed Planned Prioritized Produced Proposed Recommended Reduced Refined Revamped Set Shaped Simplified Strengthened Upgraded	Advised Advocated Arbitrated Bargained Expedited Facilitated Lobbied Mediated Merged Motivated Negotiated Persuaded Promoted Reconciled Solved

Operations	Organizations	Persuasion	Service	Supervision & Management	Teaching & Counseling
Adjusted Adapted Bolstered Clarified Corrected Eliminated Expedited Facilitated Fixed Implemented Installed Performed Prepared Prioritized Produced Programmed Promoted Ran Reduced Repaired Serviced Set Transported Upheld Used Utilized	Accumulated Assembled Built Catalogued Clarified Coordinated Correlated Detailed Developed Facilitated Filed Gathered Identified Inspected Located Maintained (records) Mapped Met (deadlines) Methodized Obtained Planned Prioritized Processed Programmed Reorganized Reproduced Retrieved Revamped Revised Scheduled Set Simplified Solved Streamlined Structured Synthesized Systemized Updated	Aided Advertized Auctioned Bolstered Enlisted Facilitated Helped Improved Led Maintained Motivated Negotiated Persuaded Promoted Purchased Raised Recommended Recruited	Assisted Attended Cared (for) Catered Delivered Entertained Facilitated Furnished Listened Maintained Prepared Procured Provided Satisfied Served Supplied	Administered Allocated Approved Arranged Assigned Authorized Coached Decided Delegated Directed Dispatched Educated Encouraged Enforced Evaluated Executed Exercised Expedited Facilitated Fired Followed (through) Hired Implemented Instructed Led Maintained Managed Met (deadlines) Monitored Organized Oversaw Planned Prepared Regulated Reinforced Responded Retained Reviewed Scheduled Set Supervised Taught Trained	Adapted Advised Advocated Aided Assessed Assisted Briefed Charged Clarified Coached Communicated Conducted Consulted Coordinated Demonstrated Educated Empathized Guided Helped Implemented Improved Influenced Informed Inspired Interpreted Investigated Observed Perceived Persuaded Restored Saved Shared Spoke Strengthened Substituted Sustained Taught Trained

SAMPLE KEYWORDS

Advertising &

communication

- Client presentation
- Creative ability
- Marketing management
- Media planning
- Promotional materials
- Video editing

Community

development

- Project
- Outreach
- Volunteering

Education

- Child development
- Education administration
- Instruction
- Coaching
- Supervision

Engineering

- AI
- Analog
- Compiler
- Control systems
- Electronics
- Graphics
- Hardware engineering
- Instrumentation
- Manufacturing
- Mechanical engineering
- Optical design
- Peripherals
- R&D
- Robotics
- Signal processing
- Software engineering
- Structural
- System level design
- Thermal

Finance

- Account administration
- Accounting
- Banking
- Cash management
- Credit
- Commercial lending
- Corporate finance
- Mergers and acquisitions
- P&L

Government & politics

- Foreign affairs
- International affairs
- Research

Human resources

- Benchmarking
- Benefits
- Compensation
- Diversity
- EAP & EEO
- Employee Relations
- Job banding
- Organizational behavior
- Performance management
- Total quality
- Training and development
- Wage and salary

Information systems

- Any actual application, Ian-Gauge, operating system
- Database administration
- File system management
- Online information services
- Real-time processing
- Software support
- System administration

Interpersonal traits

- Adaptable
- Communication skills
- Creative
- Delegation
- Detail-minded
- Innovative
- Leadership

- Multitasking
- Negotiating
- Problem-solving
- Results-oriented
- Service-oriented
- Self-accountable
- Team player

Investments

- Arbitrage
- Broker-dealer
- Budget
- Cold calls
- Derivatives
- Dividend
- Equity
- Financial portfolio
- Futures
- Investor relations
- Management
- Margin
- Mutual fund
- Organizational design
- Policy development
- Resource allocation
- Risk analysis or management
- Stock analysis
- Strategic planning
- Total quality
- Treasury
- Trusts

Marketing

- Account penetration
- Business development
- Competitive analysis
- Forecasting
- Market segment ation
- New product
- Pricing strategy
- Point of sale
- Sourcing

Medical & healthcare

- Analytical skills
- Medical records
- Casework services
- Healthcare policy

Process design & counseling

- Dynamic simulation
- Feasibility studies
- Problem-solving
- Software solutions
- Client-server
- Technologies
- LAN/WAN
- Interpersonal skills

Project management

- Estimating
- Project engineering

Public health

- Evaluation
- Target population
- Project coordination
- Social marketing

Purchasing

- Acquisition
- Logistics
- Vendor

Telecommunications

- LAN
- Network design
- Satellite

TOP TEN RESUME MISTAKES

Adapted from Peter Vogt, Monstertrak Career Coach

1. **Typos and grammatical errors:** Your resume should have no grammatical errors. If it isn't, employers may read between the lines and decide your writing skills are not up to par.
2. **Lack of specifics:** It is important to move beyond your basic job description to more detailed and quantified information about your accomplishments.
For example, "Worked with employees in a restaurant setting." can be turned into "Recruited, hired, trained, and supervised more than 20 employees in a restaurant with \$2 million in annual sales." Both phrases could describe the same person, but the second one's detail and specifics are more likely to grab an employer's attention.
3. **Attempting one size fits all:** This describes when you try to make one resume to send to all employers. You most likely end up with something unspecific for the job you want, which the employer may recognize. Write a resume that clearly shows how and why you are the best fit for the position within the specific organization by tailoring your experience to the position.
4. **Highlighting duties instead of accomplishments:** Employers are more interested in what you have accomplished than a list of what you have done.
Listing duties looks like: "Worked with children in a day-care setting" and "Updated departmental files."
Stating accomplishments looks like: "Developed three daily activities for preschool-age children and prepared them for a holiday program performance." and "Reorganized 10 years worth of files, making them easily accessible to department members."
5. **Going too long or cutting too short:** Begin by creating a full list of all your activities and accomplishments. Then choose the items that best represent yourself as a good candidate for a position. Make sure you provide sufficient information about yourself. The Career center is here to help with this ambiguous task.
6. **An unfocused objective:** A generic bullet point is not helpful to the employer. When writing your objectives, make sure it's specific and something that focuses on the employer's goal for their candidate.
7. **Not including action verbs:** Avoid using phrases like "responsible for." Instead, take advantage of the list of action verbs in the How to build a resume handout to develop powerful statements about your skills and accomplishments.
8. **Leaving off important information:** You may be tempted to leave off unpaid positions, volunteer work, or jobs you've taken to earn a little extra money. However, the soft skills you have gained from these experiences may be more important to employers than you might think.

9. **Visually too busy:** If your resume is wall-to-wall text with five different fonts, it will most likely overwhelm the employer or look unprofessional. You can create a stylish resume without going overboard. Get the opinion of several people before finalizing the document and remember the Career Center is here to help with this.
10. **Incorrect contact information:** Though it may seem obvious, many people accidentally list the wrong contact information on their resume. Double-check the most minute details before sending your resume in. This is how the employer will tell you if you got the next interview!

For other tips and resources, or any questions, visit the Career Center website:

http://go.lclark.edu/career_center