

## Résumé Guide

These guidelines will acquaint you with our minimal expectations for your résumé. In addition, there are many websites on résumé writing from which you can obtain examples and additional guidance.

Good résumé writing focuses on your strengths and shows your potential. It speaks clearly of your education, experience and related activities. It is about how you contributed to serving the needs of your school, your volunteer activities and other organizations with which you have involvement, how you have solved problems, and the supportive personal characteristics you have brought to these experiences.

Through part-time employment and your volunteer work, you are acquiring experience with interviews, supervisors, management styles, people, and problem solving, as well as providing a valuable service. Evaluate your experiences in these terms, including the overall effectiveness of different environments. There is something to learn from every experience. Be sure to note knowledge and skills you have learned and contributed. Your course work will develop your area of expertise; how effectively you apply yourself to tasks outside the classroom will develop your life skills.

Keep a file of your leadership experiences and activities, with dates, names and contact information of pertinent people. This file will be a valuable resource in writing your résumé. You may not use everything in your file. However, reviewing everything will give you a better understanding of where you have been and will assist you in making meaningful summary statements on your résumé.

### Basic Guidelines:

- Keep it short (1 or 2 pages) and make it powerful. You are developing the skills you will use in making career moves in the future.
- Place contact information at the top of the résumé – name, address, home and cell phone numbers and email address.
- Use a chronological style that lists in order by the most recent dates your current education, achievements, volunteer leadership projects and activities in your school, church, community and in other settings, and your work experience. Include dates for each listed item.
- Your volunteer leadership project(s) should be emphasized in the body of the résumé. Be sure you specify all opportunities that relate to leadership and career development. Check your file to be sure that you have included critical points from each opportunity and summarize them effectively.
- Differentiate between your leadership roles and your participation roles.
- Choose your words carefully as sentences gain power with verbs that demonstrate an action. Use action words to describe your accomplishments, like: achieved, arranged, completed, conducted, developed, enabled, improved, led, managed, represented, organized, and trained.
- Proofread and check for accuracy. A résumé should lead the reader to understand and appreciate your fine work and academic accomplishments and it should be very honest and straight forward.

- Please do not use acronyms for names of groups, clubs, honors, events or activities – spell the full name.
- Leadership Summary Statement – This is a very important section. Briefly state your most substantial accomplishment that supports your leadership development and why you selected this event or activity. This is required.
- Overall review – Is your grammar, spelling and syntax correct? Is your writing as clear as possible? If you are unsure in these areas, get another person involved. Edit and polish your résumé until the final draft is without errors.
- Please submit in typed form.