



Resume Writing

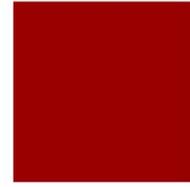
Presented by Mary Claire Dismukes, M.Ed.
Assistant Director

Live the Difference



Division of Student Life

What You Will Learn Today



- Develop the ability to create and update your professional resume
- Present your strengths and accomplishments in written format

Live the Difference



Division of Student Life

 **SJU** SAINT JOSEPH'S UNIVERSITY
Career Development Center

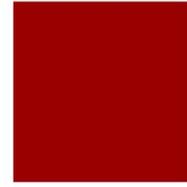
Definition & Purpose

- What is a resume?
- Why do you need one?



Summary of your background
Personal marketing piece to document and highlight your achievements
To encourage someone to interview you

General Guidelines



- One page until **at least** a few years out
- Write for your reader:
 - consider your audience – use industry lingo & keywords
- Font size: 10 - 12 point
- Name can be bigger: 14 - 16 point

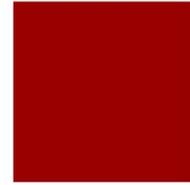
Live the Difference



Division of Student Life

 SAINT JOSEPH'S UNIVERSITY
Career Development Center

General Guidelines



- Paper: conservative - white, cream, gray
- Concise, to the point
- Attention to detail – resume must be flawless!

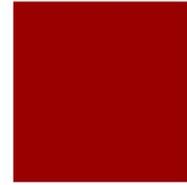
Live the Difference



Division of Student Life

 **SJU** SAINT JOSEPH'S UNIVERSITY
Career Development Center

CONTACT INFORMATION



Beatrice Barbelin

3456 Hackensack Avenue, Philadelphia, PA
(617) 555-5678
beatrice.barbelin@sju.edu

- Name
 - How you want to be known professionally
 - Most prominent item on resume

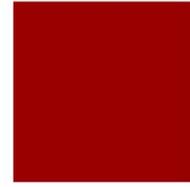
Live the Difference



Division of Student Life

SJU SAINT JOSEPH'S UNIVERSITY
Career Development Center

CONTACT INFORMATION



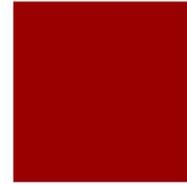
- Address
 - Make it easy for employer to contact you—both permanent & school addresses
 - Professional voice mail message & email address



The contact information you provide **identifies you** to potential employers. Make sure the following are professional:

- Email address
- Voicemail message

CONTACT INFORMATION



- Your contact information also allows potential employers to **research you** online.

- Privacy settings for Facebook
- Google yourself - LinkedIn.com -pipl.com



How does your virtual identity position you?

EDUCATION

Bachelor of Arts in Communication Studies

Expected May 2016

Saint Joseph's University, Philadelphia, PA

- Most recent degree first
- Do not include high school
- Institution name, city & state
- Degree name, major, date of graduation
- Thesis, Research, Publications, Honors, Study Abroad

Live the Difference



Division of Student Life



RELEVANT COURSEWORK

Visual Rhetorics
Health Writing

- Intern level: background of your knowledge base
- Full-time level: informs employer of courses taken outside of what may just be expected

Live the Difference



Division of Student Life



Can be a course listing...

...OR a highlight of projects and assignments that highlight skills relevant to your career

EXPERIENCE

Copy Intern December 2014 to Present
Cline, Davis, & Mann, New York, NY

- Assist Creative Directors in preparation for new business pitches
- Contribute to ideation and execution of creative concepts and content for intern pitch presentation
- Reveal and discuss creative content during final presentation

■ Items to include:

- Job title, organization name, location, dates
- Action-oriented accomplishments

Live the Difference



Division of Student Life



Keep in mind:

Verb tense, action statements,
specificity

Results & achievements; quantify if you
can

Transferable skills – again, think of your
reader

Keep formatting logical, listing
experiences in reverse chronological
order

OTHER

- Honors Program Student Council – President (2014), Member (2012-2013)
- NCAA Division I Tennis Player – Varsity Letter Winner (2013-2014)
- Hand-In-Hand – Volunteer (2012-2014)

- Honors & Awards
- Technical, Computer, Foreign Language Skills
- Leadership
- Publications/Research
- Memberships/Committees/Honor Societies
- Activities

Live the Difference

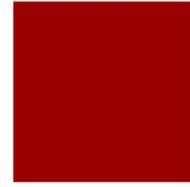


Division of Student Life



Other section headings can include: not an exhaustive list

Resume Pitfalls to Avoid



- Not writing with your reader and intended industry in mind
- More than one page
- Too long/verbose
- Small type, disorganized or complicated layout

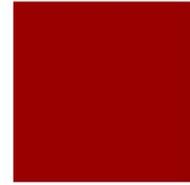
Live the Difference



Division of Student Life

 **SJU** SAINT JOSEPH'S UNIVERSITY
Career Development Center

Resume Pitfalls to Avoid



- Irrelevant or personal information
- Using acronyms, names, or personal pronouns
- Spelling/grammatical/typographical errors
- Word repetition

Live the Difference



Division of Student Life

 SAINT JOSEPH'S UNIVERSITY
Career Development Center

Need Help??

- Call for an appointment: 610-660-3100
- Walk-ins: 1:00 PM – 4:00 PM
M, W, F in Campion 306
T, Th in Mandeville 206 E
- Sample resume and cover letters available at www.sju.edu/careers
(‘Students’ menu to ‘Resume & Letters’)

Live the Difference



Division of Student Life

 SAINT JOSEPH’S UNIVERSITY
Career Development Center