

Writing a Résumé

(804) 289-8547 | careerservices.richmond.edu

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Walk-in Hours: M-F, 2 to 4 p.m.



Alumni &
Career Services

THE BIG PICTURE

- A résumé serves as a marketing tool highlighting your most relevant skills/experiences
- Your résumé & cover letter help you get an interview—the interview helps you get a position
- Your résumé reflects you—you are always changing—your résumé will always be changing!
- You may have more than one résumé for different types of positions
- There are résumé standards that are important to know and understand
- Supply accurate information—falsification of any information has serious consequences
- Know your audience—research the industry/career field if you have narrowed your search
- Before you begin, brainstorm activities, jobs, internships, volunteer experiences, class projects and other opportunities which you have enjoyed or through which you have developed skills

PARTS OF YOUR RÉSUMÉ

Contact Information:

- Include your name, address, phone, and email

Education:

- Start with most recent degree and work backwards (may not include high school or earlier)
- Include university, location, degree pursued, and anticipated graduation (not date range)
- Also include your GPA (if 3.0 or higher); consider calculating your major GPA and including this if higher
- Consider listing upper level courses that are most relevant or other training (lab work, etc.)
- Mention if you have paid for part of your college expenses through scholarships or work

Honors and Awards:

- If honor or award is well known, list the name of the specific award or program
- If less widely known, write a brief description of the honor or award; include date

Experience:

- Include anything that allowed you to develop skills in the field for which you are applying — volunteer positions, internships, extracurricular activities, class projects, or clinical/field experience
- Focus on accomplishments- how have you impacted the organization in your role?
- Highlight any leadership roles you have held, both extracurricular activities & work positions
- Always include job title, company/organization, location and dates for each position
- Create section titles that fit your experiences (Leadership Experience, Media Experience, etc.)

Additional Information:

- Special skills: Computer, foreign languages, lab skills, military experience, and other relevant skills
- Interests: Be specific, such as “classical jazz and sailing” vs. “music and sports”
- References: Create a separate document with reference names, contact info, and relationship. (Don’t forget to ask them first!)

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RESPONSIBILITIES



SKILLS & ACCOMPLISHMENTS

Writing descriptions of your experiences that best demonstrate your skills and accomplishments can be the most difficult part of designing your résumé. .

FOR EXAMPLE:

As an intern for American Management Systems you were responsible for writing a report.

To add this information to your resume, consider the following questions to create strong bullet points.

WHO? Who did the work – one individual, two people, or a team?

Independently wrote a report

WHAT? What was the subject matter?

Independently wrote a report on quality management teams

WHY? What was the purpose of your work?

Independently wrote a report on quality management teams to update project managers on latest developments in the field

HOW? How did you do this work?

Researched latest developments in quality management teams using journals, the Internet, and interviews with project managers

WHEN? Did you have to work within a certain timeframe?

Completed report one week ahead of schedule

HOW MUCH? Can you quantify your work?

Independently researched and wrote a 20-page report on quality management teams

WHAT HAPPENED? What happened to your work after you completed it?

Conducted one-hour oral presentation of findings to senior managers

BIG PICTURE? Did your work have an impact on the organization overall?

Persuaded management to begin using new team design that increased efficiency 15% during the first 6 months of its implementation

American Management Systems, Inc.

Management Intern

Richmond, VA

June 2012-August 2012

- Independently wrote a report on quality management teams to update project managers on latest developments in the field
- Researched latest developments in quality management teams using journals, the Internet, and interviews with project managers
- Conducted one-hour oral presentation of findings to senior managers
- Persuaded management to begin using new team design that increased efficiency 15% during the first 6 months of its implementation

FORMATTING YOUR RÉSUMÉ

- ONE PAGE ONLY! No exceptions. Stay consistent in your formatting.
- Avoid templates—they do not give you the flexibility to highlight your unique background
- Use phrases instead of complete sentences. Avoid “I” or “my,” or “responsibilities included”
- Use **bold**, *italics*, underlining, or CAPITALIZATION strategically and sparingly (especially in the headers)
- Print or copy résumé on résumé paper and use the same paper for your cover letters and references
- **PROOFREAD! Ask several people to review your résumé**