

10 Steps to a Perfect Resume



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What is a Resume?

- A professional and concise document that summarizes information about your background, education, and experience that is most relevant for the job you want to pursue.
- A marketing tool unique to your experience and goals



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What is the Purpose of a Resume?

- To get you an interview...not the job!



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10 STEPS



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Step 1

- Know what job you plan to target
- A “general” resume won’t get you very far.
- Target your resume by showcasing the accomplishments, skills, courses, and experiences that relate to the kind of things that employers are looking for.



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- Don't know what you want?
 - Talk to a career counselor.
 - Browse through the career resource library.
- Know what you want, but don't know much about employers in your field?
 - Talk to a career counselor. We can provide alumni contacts and updated information to begin your research.



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Step 2

- Figure out what you have to “sell” to employers
- Go through and write down information about ALL your college experiences... paid and unpaid internships, volunteer work, classes, study abroad, college clubs, awards, honors, independent research, summer and part-time jobs.



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Step 2 continued

- Write down the dates, duties, titles, promotions, leadership roles, accomplishments, results and skills you picked up through each experience.
- You can use this information for interview examples as well as resume items.



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Step 3

- Select your strongest, most relevant and compelling selling points
- Now, go back to your list and highlight the parts of your experiences that are MOST relevant to the job you want to obtain
- Remember, to do this, you must have some clue about what employers in your field want



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Step 4

- Organize your information
- Now you can begin to put the information into some kind of acceptable resume format.
- For in-depth information on how to write a resume, download our Resume and Cover Letter Guide from the web



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Step 5

- ▶ Pick a style that showcases your best selling points
- ▶ There are 3 basic kinds of resumes:
 - Chronological
 - Functional
 - Combination
- ▶ For in-depth information on resume formats, download our Resume and Cover Letter Guide from the web



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Step 6

- ▶ Edit, Edit, Edit
- ▶ Make sure that your spelling and grammar are perfect!
- ▶ You will probably need to cut down on the number of words and determine what is most relevant to keep
- ▶ Try to keep your resume to one page – there are still employers who won't even look at a 2 page resume if the person does not have years of experience



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Step 7

- A word about References
- Don't list your reference names and contact information on your resume – save it for a separate sheet



Step 8

- Make it look good
- Now is your chance to play around a bit with the visuals – letterhead styles, borders, fonts, bullets, tabbing, etc.
- Just be sure you don't go overboard...most employers are still very conservative. Knowing your industry and what is acceptable helps.



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Step 9

- ▶ Print it
- ▶ Copy your resume on good quality resume paper which is available at most office supply stores.
- ▶ Use conservative colors like off-white, ivory, and light gray
- ▶ Refrain from using paper that is too bright, has background designs, speckles, or is much thicker or thinner than most



Step 9 continued

- Use a decent laser printer
- Save your resume on a disk or memory stick and even consider having a backup one



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Step 10

- ▶ Send it out
- ▶ Having a beautiful resume is useless if you don't have anywhere to send it.
- ▶ If you haven't done your research on potential employers already, you will have to start now.
- ▶ Visit the Career Development Center for assistance with researching employers.



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Good luck with writing your resume!

For more information, please visit the Career Development Center in the Student Center, 3rd floor

Or visit us online at

<http://www.bowiestate.edu/campus-life/the-career-development-center/>



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