

RESUME TIPS

From Concordia's Career Services

The word “Resume” actually means summary. Short and to the point.

- Avoid (all) pronouns, even in the objective
- Use bullet points; the employer spends about 7 seconds reading
- Start your descriptions with action verbs; avoid passive verbs (am, is, are, was, were...)
- Monitor verb tense. Use first person (Use not uses) and present tense for current employment, past tense for older experience
- Emphasize your marketable skills and abilities; focus on accomplishments as well as tasks
- Order your information with your most important qualification first
- Keep the information on your résumé current; only go back about 10 year
- Have someone proofread your résumé before sending it; do not depend on spell checker
- Contact Career Services for a critique Sukut@csp.edu

Page formatting

- One page or two full pages (with nothing extra to “fluff” it up) – must be worth the reader's time. No longer than two pages
- Include a heading on the second page – employers sometimes lose the first page
- 10-12 point font, Arial or Times New Roman (something simple, nothing fancy)
- Margins from 0.8” to 1”
- References is a totally separate document, not included within the text of the resume

SUMMARY STATEMENT

Summary statement is a brief description (3-4 sentences) that captures your strengths as they relate to the particular position you are applying for.

<http://thecareerplace.berkeley.edu/resumesumm.htm>

<http://susanireland.com/resumeguide/summary.html>

ACTION VERBS

<http://www.writeexpress.com/action-verbs.html>

CURRICULUM VITA

A Curriculum Vitae, commonly referred to as CV, is a longer (two or more pages), more detailed synopsis. It includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details

<http://jobsearch.about.com/od/curriculumvitae/a/curriculumvitae.htm>

<https://www.utexas.edu/research/eureka/resources/vitae/index.php>

http://www.quintcareers.com/curriculum_vitae.html