

Resume Pre-Writing Tips:

Your resume can only be 1 page long, so be selective about what you include. To start writing your resume, brainstorm about ALL of your experience, making sure to include work experience you have with clubs, community organizations, volunteer work etc-- just because work wasn't paid doesn't mean it isn't valuable experience. After brainstorming, edit down the lists of experience you'll include to what best shows your qualifications for **this** job by focusing on the MOST relevant information. At this point, it sometimes helps to have someone who knows you well look over your resume draft to make sure you're not leaving anything important out and that you're representing yourself honestly.

Hiring personnel or committees typically look at A LOT of applications for each position, so it's important that your resume be very easy to read. Making your resume easy to read means using a professional font (Times New Roman, Arial, Cambria, etc), font size (11 or 12), font color (black, unless you have a very good reason for using something else), and consistent formatting and arrangement of your text throughout the resume. A resume that's hard to read will get tossed out immediately.

Consider templates—like this example shows—to format your resume. Free templates for Word are available here: <http://office.microsoft.com/en-us/templates/CT010144894.aspx>. Using tables and sedate color-coding will help visually organize your information (making it easier to read) and will visually distinguish your resume from other applicants' *in a professional way*, making it more memorable. **Please note** that if you use colors like the header rows in sample resume, *make sure the background colors are very light*, so that if the resume is printed you'll still be able to read the text in the colored boxes. Test this by printing out a test draft.

In short professional documents like resumes and cover letters, correct spelling and grammar are VERY IMPORTANT. Use the automatic spelling and grammar checkers carefully (their suggestions are often—though not always—correct), and read over the final draft several times before sending it. If possible, ask another person to your resume for correctness: a fresh pair of eyes can often see typos you'll miss.

General Resume Writing Tips:

If a job description mentions specific skills (foreign language skills, computer skills, CPR certification, etc) include a “Skills” section and mention these kinds of relevant skills. Even if the job description doesn't specify these kinds of qualifications, if you have them and feel they'd be relevant, list them.

Keep in mind that your resume is accompanied by a cover letter. Your resume is a list, your cover letter explains that list. So although you need to describe your work experience in some detail in the bulleted points of your resume, don't get carried away too far: let your cover letter do most of the explaining work.

However, employers often begin by looking at resumes only to choose a short list of applicants whose cover letters to read and to consider interviewing. This means that your resume needs to include enough information to stand alone if necessary. It's a good idea to test your resume's stand-alone ability by having someone else read it to see if it makes sense.

If you're submitting your application materials in hard copy, don't staple your resume and cover letter together: paperclip them together with the cover letter on top, so the resume and cover letter can be detached if necessary.

If you're submitting your application materials digitally, submit your resume and cover letter as PDF files. Submitting your resume as a PDF file ensures that the formatting doesn't get messed up when the file is opened on a different computer. Saving as a PDF is an option in Word 2007 and newer, or you can download free basic PDF making software, such as Cute PDF Writer (<http://www.cutepdf.com/products/cutepdf/writer.asp>). Please note, however, that sometimes (rarely), text gets messed up in the PDF conversion process: double-check that your resume PDF is correct before submitting it.



RESUME FORMAT TIPS

Make sure the name and contact information you include are current and professional so you can respond quickly if the employer contacts you, and that your email address and voicemail message project a professional image appropriate for the job you're applying for.

Use consistent formatting to designate workplaces, job titles, job responsibilities/experience.

List education and experience in reverse chronological order, most recent → least recent.

Begin your job experience bulleted points with active verbs, and make sure to use a variety of different verbs to demonstrate the breadth of your experience. For this job, for example, I use present tense verbs because I'm still working at it. For former work experiences, use past tense verbs to avoid confusion.

List school and work experience according to employer and location, then job (like I do here) or according to job; or according to job, then employer and location. Whichever organizational method you choose, **be consistent**.

Ann M. Turner		Contact Information:	
		Phone:	206-555-9919
		E-mail:	turner.XX@osu.edu
		Address:	12 Queen Avenue, Apt. B, Columbus, OH 43201
Qualifications:			
Interdisciplinary writing assignment design and assessment experience	Writing instruction teaching experience in the English Department	Peer writing tutoring experience	
Education:			
<u>The Ohio State University</u> , Columbus, OH		2007 – Present	
M.A. in English, focus in Rhetoric, Composition, and Literacy Studies			
Ph.D. in English, focus in Rhetoric, Composition, and Literacy Studies (in progress)			
<u>Seattle University</u> , Seattle, WA		2002 – 2006	
Bachelor of Arts with Honors in English and History			
Professional Experience:			
<u>The Ohio State University, English Department</u> , Columbus, OH		2008 – Present	
Instructor			
<ul style="list-style-type: none">Teach English Department writing courses in first year writing (English 110), intermediate composition (English 367), and business writing (English 304)Design materials and develop curriculum for these coursesReference: Scott Nichols, Director of First Year Writing (614-555-4640 or XXXXXX.18@osu.edu)			
<u>The Ohio State University, Materials Science and Engineering Department</u> , Columbus, OH		Winter 2010	
Grader			
<ul style="list-style-type: none">Graded writing assignments for MSE 581.04, a lab research and writing course for welding engineering undergraduatesDeveloped writing assignment guidelines and grading rubrics collaboratively with instructorReference: David White, Instructor (614-555-4797 or XXXXXXXX.176@osu.edu)			
<u>Concordia Lutheran School</u> , Seattle, WA		2006 – 2007	
Office Manager			
<ul style="list-style-type: none">Served as the public face of the school, meeting parents and visitors and answering phonesDesigned and composed all school communications (letters to parents, alumni, and donors; newsletters; website articles; official correspondence with others schools and institutions; etc)Reference: Dave Phillips, Principal (206-555-7407 or XXXXXX@concordiaseattle.com)			
<u>Seattle University Writing Center</u> , Seattle, WA		2004 – 2006	
Peer Writing Consultant			
<ul style="list-style-type: none">Worked 1-on-1 with students from all disciplines using collaborative tutoring approachSet up and worked through collaboratively-generated agendas in 1-hour tutoring sessionsGave in-class presentations about writing strategies and writing center servicesReference: Larry Meyer, Writing Center Director (206-555-5309 or XXXXXXXX@seattleu.edu)			

RESUME RHETORIC TIPS

Use words from the job description to describe your qualifications: these terms show how the employer is thinking of the job and its responsibilities, so using their terminology will show that you understand the job and make it easier for them to see you in it.

The point here is to describe your experience in the terms the employer is looking for, not to misrepresent your experience. For example, the description for this job focused on interdisciplinary writing, teaching writing, and tutoring, so I used those words in my qualifications.

This was a job at a university, so I emphasized my academic qualifications. If it weren't an academic job, I might just put the names of the degrees.

Like in the "Qualifications" section, the job titles you list should match the job description without misrepresenting your experience.

Your previous work experience is the place to really show that you understand the position and fit it perfectly. Spend time thinking about how your experience matches what the employer is looking for and try to incorporate words from the job description and/or the organization's website to show that you're a good fit for the job.

This position didn't ask for references separately, so I included them here. If you submit references separately, don't repeat them here, but do make sure your references match up with the experience you list on your resume.