



Résumé Content

Ready Reference ♦ E-3

♦ OSU Career Services

The strength of a good résumé comes from its selection and presentation of basic content. As you organize your résumé, keep in mind the needs of the employer reading it. Consider what he/she is looking for in a candidate, and make it easy for the reader to notice those skills in appropriate categories. In addition, remember that any employer takes a risk with a new hire. As a result, write your résumé to reflect, and illustrate, a strong work ethic. See *Ready Reference G14* for more information. Use underlining, boldfacing italicizing, or capitalizing. Present relevant experience and skill areas in the upper half of the page.

Make Your Résumé Unique

When designing your résumé, develop categories that will highlight your unique, relevant experiences and skills. It is often useful to separate related, or professional, experiences from other work experience by creating separate categories. In doing so, you will call more attention to relevant skills by putting them in categories closer to the top of the résumé.

In place of Relevant Experience, you might use your field of experience in the category heading. For example: Engineering Experience, Sales Experience, Business Experience, etc.

Résumé Content Areas

The following categories serve as a guideline to assist you in organizing your résumé. As you begin, do not be concerned with length when constructing a rough draft. In addition, categories may be omitted or added in later revisions. There is no one correct way to organize your résumé. Professional creativity is encouraged.

Contact Information:

Present yourself with the name you use in your personal and business life. If you have a campus address that does not apply during vacations or after graduation, show both a college and permanent address, with dates indicating when you can be reached at each. Use your permanent home address, a post office box, or the address of someone who will know where to contact you at all times. Also, always include the area code with phone numbers as well as an e-mail address. Remember that your e-mail address is also a representation of you and

should reflect a professional manner; therefore, it should be conservative and business-like. In other words, an address such as grouch-o@email.com would be inappropriate for business purposes.

Objective or Profile

The **objective** is a very important part of a résumé and should not be overlooked. It informs potential employers that you are moving in a certain direction, relates your work preference(s), and serves as a focal point from which to review and analyze your résumé. It should be brief, clearly stated, and consistent with the accomplishments and demonstrated skills as documented on your résumé. If you are considering more than one professional goal, think about developing more than one résumé, each one with a different objective. For additional guidance on writing objective statements, see *Ready Reference E-5*.

Example:

- *Seeking a mechanical engineering career in the automotive industry.*

The **profile** is an alternative to an objective statement and gives you the opportunity to present your strengths at the very beginning of the résumé.

Example:

- *A successful proven track record in engineering education, supervision, and Cooperative education experience.*
- *Highly motivated, strong work ethic; available as needed for training, travel, and overtime. Financed 80% of college tuition and expenses; additional 20% earned through scholarships.*

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When describing your primary work experiences, emphasize your abilities and accomplishments rather than past duties. Look for ways to illustrate how well you performed and where you excelled. This ensures that your unique qualities, such as character and personality, are infused into your résumé, a written snapshot of your life's accomplishments.

Education

This category is particularly important if you have limited work experience. The most recent educational experience should be listed first. Include, without abbreviating, your degree (B.S., B.A., etc.), major, institution(s) attended, date of graduation, minors or concentrations, and any special workshops, seminars, related coursework, or senior projects. A grade point average (G.P.A.) should also be noted since employers often assume that a GPA is very low if it is not listed.

Work Experience

Many students have limited work experience but have been involved in internship, volunteer, or campus leadership experiences. These experiences are important to the employer and help demonstrate your skills. Be sure to include all significant work experience in reverse chronological order.

Include:

1. Job title
 2. Organization name,
 3. City and state of work location
 4. Dates (ex: Summer 2006; 2006-07 academic year; May 2006-August 2007)
- Describe your work responsibilities with an emphasis on **achievements with** action words. List the most important, and most closely related, responsibilities first.

- Identify the most relevant work experiences. Describe them fully, but briefly. Consider omitting irrelevant experiences. As previously mentioned, it is sometimes useful to divide your work experience into two categories, such as Relevant Experience and Other Experience.
- Indicate if you worked to earn a certain percentage of college expenses. Example: Fund 75% of college expenses through part-time employment and scholarships.

Activities, Honors, and Leadership

These are important categories to include. If the activities involve leadership skills, note them in some detail. The employer is interested in the skills you have developed, not necessarily whether or not the experience was for pay. If you were elected to offices or committees, be sure to mention it. Demonstrating leadership is particularly valuable in distinguishing you from other candidates.

Additional Information

This category is useful for displaying information that doesn't easily fit in any other category. Technical skills, computer knowledge, languages spoken, international exposure, personal accomplishments, activities, and others may be in separate categories, especially if they are strong.

References:

Always ask individuals to be a reference for you prior to mentioning their names to prospective employers. References are not usually listed on the résumé. Prepare a typed list of three references to provide at the interview. This list should include name, title, employer, address, preferred telephone number, and e-mail address. It is not necessary to state at the bottom of your résumé "References furnished upon request." For more information on professional references, see *Ready Reference E-11*.

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