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Job Search Resources

## **Resume Guide**

# Your Resume

## Introduction

The primary purpose of a resume and cover letter is to represent your education, experiences, skills and interests in a way that creates a positive impression and ultimately secures an interview. These written communications should be well done and to the point, merging straight facts with a promotional approach. Preparation of these important employment tools will require planning, organization, and time.

## Resume Formats

You can use a variety of resume formats. The traditional resume summarizes your education and experience in reverse chronological order. Or, you can use a resume that emphasizes only your relevant experience and not a complete work history. Whatever format you use, make sure it emphasizes your qualifications in the best possible way. The samples in this brochure give you some format ideas. More samples are available at the Academic & Career Advising Center and online.

## Other Helpful Hints

- Be creative—there is no single prescribed resume format.
- Prioritize categories on your resume to emphasize your strongest qualifications for a specific job or type of job
- Use descriptive job titles such as Engineering Assistant, Peer Counselor, Accounting Intern.
- Emphasize skills that are transferable from one job to another, such as “communication skills”, “organizational skills”, etc.
- Keep resume relevant to the type of job you are seeking.
- Remember that people skim resumes; they don’t read them.
- Watch for spelling, grammatical and formatting errors.
- A cover letter should always accompany your resume.

## Key Points When Designing Your Resume

- Focus on key words from the job description.
- Font size should be 10-14.
- Avoid italics and underlining.
- Convert to a PDF when sending electronically.
- Use all available space, keep margins between .5 and 1 inch.
- Use professional, light color, resume paper.
- Use skills and action verbs in describing your experiences.

## Keywords

Computer searches of resumes focus on the “keywords” they have been programmed to find. These are words that describe the qualifications for a specific job or career field. In preparing your resume for electronic scanning, use nouns to describe your education, relevant experience, special skills, activities, etc. Examples: production management; supervisor; account executive, IT, healthcare.

## Skill/Action Words

### Use to Describe Your Experience Sections:

accomplished	delegated	identified	researched
adapted	designed	inspected	reviewed
analyzed	documented	insured	served
answered	developed	introduced	solved
audited	drafted	issued	spoke
awarded	earned	leased	submitted
built	edited	listed	supervised
categorized	enlisted	managed	tested
classified	estimated	organized	translated
combined	expedited	persuaded	updated
completed	explored	prescribed	used
conceived	filed	promoted	worked
contracted	focused	purchased	wrote
created	guided	reconciled	

# Example Resume

## Mariko Chen

mc2@humboldt.edu

www.humboldt.edu/mc2

1220 Janes Road

Eureka, CA 95501

707-443-8923

### **Education**     **B.S. Business Administration, minor in Computer Information Systems**

Humboldt State University, Arcata, CA

3.7 GPA (Presidential Scholar, 2 years) May 20xx

### **Computer**     **Operating Systems:** Windows, UNIX, LINUX, OS

**Applications:** Word, Excel, Access, PowerPoint, Dbase IV

**Languages:** C++, JAVA, HTML, PERL, SQL

**Graphics:** Photoshop, Illustrator, KPT

### **Relevant**     **JELD-WEN** - Klamath Falls, OR     Summer 20xx

### **Experience**     **Information Technology Intern** - Worked with a six-person team building and debugging a JAVA application to order product information.

### **Academic Computing**     Aug 20xx-May 20xx

Humboldt State University, Arcata, CA

**Help Desk Assistant** - Trained students in the use of communications software.

### **The Lumberjack Newspaper**     Spring 20xx

Humboldt State University, Arcata, CA

**Ad Designer** - Designed advertisements publicizing local businesses for the university's weekly news periodical.

### **Business Administration Department**     Fall 20xx

Humboldt State University, Arcata, CA

**Faculty Assistant** - Designed web-based classroom in which both accounting and economics courses were taught online. Consulted with faculty regarding techniques that would best utilize their course materials.

### **Honors &**     Who's Who in American Colleges and Universities     20xx

### **Activities**     **Counselor**, Humboldt Orientation Program     20xx

### **Member**, National Speech and Debate Honorary Fraternity     20xx

## References

Xavier Steinberg

General Manger

JELD-WEN

1505 Encinitas Blvd.

Klamath Falls, OR 92129

503.632.0222

Piya Bose

Professor

Business Administration

Humboldt State University

Arcata, CA 95521

707.826.5588

Didi Yamaguchi

Director

Academic Computing

Humboldt State University

Arcata, CA 95521

707.826.3492

## Resume Checklist

- Personal Data:** List permanent address if you might move before the employer can contact you.
- Objective:** (Optional) State either the specific job or the broader occupational field you want.
- Education:** You may also include GPA, research or class projects, educational honors or special courses.
- Experience:** Use relevant categorical titles where possible. Describe duties with skill/action words and highlight accomplishments.
- Special Qualifications:** Emphasize skills, activities or interest that might appeal to your targeted employers.
- Professional Development, Community Service, Memberships, Other Work History, International Travel:** Pick categories relevant to your employers.
- Activities:** Highlight honors, leadership, school activities, and relevant hobbies.
- References:** (Optional to include, but if so, list at least 3) List name, job title, employer, address, phone number, and email of faculty, employers or advisors. **Seek permission first.**

## Notes

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## The Cover Letter

**There are many different types of Cover Letters. These can include:**

- Letter of Inquiry
- Letter of Interest
- Letter of Application
- Networking Letter (for sending your resume to contacts you know)
- Follow-up Letter (perhaps including additional information you are sending)
- Thank You Letter

Because of the number of applications received, human resources departments are unable to interview every person who contacts them. Therefore, a screening process is set up to narrow the field. Vague resumes and cover letters are eliminated early.

Write a draft of the cover letter and have someone critique it. You will want your letter to be warm and personal, but business-like.

Always send an original letter. The same advice given for resumes regarding neatness, spelling and professional appearance applies doubly to your letter since the impression created by your letter may determine whether or not the reader gives careful attention to your resume.

**When preparing the cover letter, keep the following in mind:**

- Produce it neatly on 8½ x 11 bond paper.
- If you are emailing your resume and cover letter, include a professional message in the body of your email.
- Whenever possible, address your letter to a specific person by name and title.
- Tell how you learned of the employer, and why you are interested in the organization.
- Tell the employer how you are uniquely qualified for the position.
- Let the letter reflect your individuality, but don't appear familiar, cute, humorous, or overconfident. You are writing to a stranger about a subject that is serious to you both.
- Remember to close by taking the initiative—asking for a response, or requesting an interview. If the organization is located at a distance, request a preliminary telephone interview, especially if you have to pay expenses.

The Cover Letter example provided is a standard Letter of Application and will give ideas for tailoring your cover letter.

## Example Cover Letter

1753 Wabash Street  
Eureka, CA 95501  
March 1, 20XX

Mr. John Vasquez  
Director of Sales and Marketing  
The Linton Company  
144 Republic Square  
Oakland, CA 94112

Dear Mr. Vasquez:

I am excited to submit my resume for your Sales Representative Trainee position with the Linton Company. Your product line has a reputation of being top quality, and I have discovered through research that customer service is a high priority for your sales team.

In addition to having sales experience, I am an enthusiastic person who strives to do my best in all my endeavors. My college leadership activities and academic achievements demonstrate my drive and strong interpersonal skills that are needed to be an effective sales representative. You will find me an outgoing, friendly individual who enjoys developing strong interactive relationships with customers. My bias for action and service orientation would serve me particularly well in responding to the needs of clients. My determination and potential are well evidenced by the following accomplishments:

- 1 ½ years retails sales experience
- Grade Point Average of 3.6
- Business & Economics Club President in Senior Year
- Varsity Women's Basketball Team – 4 years
- Humboldt Orientation Program, Co-director

I would like the chance to put my energy, drive and enthusiasm to work for the Linton Company. I look forward to the opportunity to further discuss my interests and qualifications during a personal interview?

During the week of March 15, I will be in your area and would like to meet with you. I will call to determine your interest and to arrange a suitable time. Thank you for your consideration.

Sincerely,

(signature here)

Felicia Fitzgerald



academic  
& career  
ADVISING CENTER

Explore, Experience, Achieve

Gist Hall 114

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