Preparing Your Resume: RESUME CONTENT

You should start developing your resume early and update it often. If you will be applying to several *different* jobs, you should create several versions of your resume tailored to each specific job in order to focus on the employer's needs. Here is a sample general format for developing your resume. On the pages that follow are several sample resumes. Remember these are to give you ideas and serve as a guide. Your resume should follow a similar format; however, it should represent who YOU are and what you are intending to communicate about YOURSELF to your potential employer!

Be sure that your voice mail message and email address are professional.

Make your name standout by increasing the font size and/or using capitalization.

Include if website is professional.

Increase visual impact through selective use of **bold**, underlining, and CAPITALIZATIONS. Do not overuse.

Present work experience positions in reverse chronological order (list most recent first).

A resume is not a complete work history. The last 10 years of relevant experience is a general rule.

You may include paid, volunteer and intern positions in the experience section.

Other Headings you may consider using include:

Activities, Leadership, Athletics, Professional Affiliations, Community Service, Computer Skills, Relevant Courses, etc.

DO NOT list references or include the phrase "References available upon request." Employers expect you to have references available on a separate sheet of paper.

Your Name
Address
City, State, Zip
Phone Number
Email Address
Website

Objective: The objective statement is optional. It should be brief and specific to a particular job or career field. Tailor your objective to the sort of work you're hoping to do.

Education: Mesa Community College
Degree and Major, Expected Graduation Date
San Diego, CA
Include specialization, minor, overall GPA if 3.0 or above, any academic honors, honor societies, or club membership.

Experience: Job Title — Dates of Employment
Organization — City, State

- Include achievements or contributions made to an organization relevant to your target position.
- Describe your responsibilities. Start statements with active verbs.
- Make your descriptions energetic and short.

Job Title — Dates of Employment
Organization — City, State

- Bullet format is preferred by many employers.
- Make sure you emphasize your responsibilities that translate into the type of job you are applying for.
- Focus on results, skills, leadership, initiative and teamwork. (Use quantifying numbers whenever you can.)

Skills: Include foreign language skills.
Emphasize computer software programs.
Avoid listing general skills here (i.e., communication skills).
Include skills specific to your field (i.e., laboratory skills).

REMEMBER: Correct all spelling errors. Nothing eliminates you from consideration more quickly than a typo. Avoid relying solely on your software spell check. Proofread your resume yourself and then have it proofread by others.