

## Resume Tips & Interview Hints

On average, a recruiter spends 10 seconds or less reading a resume

Your resume is a description of your academic and professional accomplishments.

### Building Your Resume = SUCCESS



- **Simple** – chronological or functional
- **Unambiguous** – clearly defined
- **Correct** – No typos or grammar errors, be factual
- **Consistent** – Consistent formatting; bold lettering, italics, etc.
- **Example** – State examples of projects, skills, clubs, awards, sports, provide clues to the reader what you've done and "who" you are
- **Strong** – Emphasize your goals
- **Selective** – Choose what skills and characteristics are most important to you. Remember, your resume gives the reader an "idea" of what you have accomplished.

### BUILDING A WINNING RESUME

#### Select your format

- Chronological or Functional Resumes (most common)
- Your name should be the largest item on your resume - you want it to stand out
- Always use your legal name and keep it consistent throughout your profile

#### Contact Info

- Use a professional email address.
  - First name, last name (i.e. johndoe@gmail.com)
- Include your social media addresses
- Check your social media websites and voice mail for professionalism



#### Content

- State an objective on your resume (optional)
  - An objective will help the person to know what position, internship or job you are seeking.
- Keep your resume to one page
- Insert a Professional Summary paragraph (optional)
  - This helps explain and summarize your goals and accomplishments before you state your work experience.

#### Be Creative



- Make a list of all that you have done.
- All experience counts!
  - Summer job
  - Internship
  - Volunteering paid or unpaid

### CREATING THE BODY OF YOUR RESUME

- Use **bold** or CAPITALIZED headings that stand out
- Have enough white space so that it looks appealing to the eye
- Use consistent formatting throughout the body of your resume
  - Bullets, **bold**, *italics*
  - Start your descriptions with verbs
  - For example: researched, oversaw, organized Avoid using "I"
  - Rule of thumb: no periods are needed at the end of your descriptions
  - Use 11 or 12 point font in your resume Recommended fonts include Times New Roman or Calibri

# Resume Tips & Interview Hints

## When talking about your resume:

- Be open minded and confident
- Talk freely about your resume and try not to look at your resume when you are sharing your experience
- Keep information specific to the internship or job you are seeking
- Make your resume easy for the reader to understand and list what interests you!
- Describe a project(s), course work, lab work and/or experiments if it is applicable to your next job or internship. Mention a project that requires a team effort!



## Conclusion

Express what you have accomplished.

- Tell Your Story
- There are a lot of ways to put together a resume, let yours be a reflection of you
- You may want to have two different versions
- Ask a Recruiter, HR or member of a company who interviewed you what suggestions they may have regarding your resume



## Take your time – Quality Check



Some common mistakes in a resume that could eliminate you from getting an interview and or job offer

- Errors
  - Best to re-check and read through the entire resume – spell check doesn't always work so check manually too! An error in your resume can be the determining factor between you and another candidate.
- Make sure the final version mark up of your resume does not show your changes. Always check and double check!
  - Send yourself a copy of your resume, via email or send to a friend to make sure it is perfect; margins align, no spelling errors, fonts are aligned, appearance +

## Cover Letter



- A cover letter accompanies the resume when submitting an internship or job application. Express your personality; provide an opportunity to convince an employer that you're a good fit for a position.

## Additional Help

- Engage your College Career Services Center!
- Websites to help you create your resume
  - Monster.com
  - Resumeworld.com
  - Livecareer.com
  - Search Google.com!
  - Indeed.com
  - Google drive



## INTERVIEW ETIQUETTE

Do's 	Don'ts 
Find the Location the night before	Dress unprofessionally
Arrive at least 10 minutes early	Bring in your own coffee mug
Bring an additional copy of your resume	Wear a hat or sunglasses on your head
Shake the hand of everyone you interview	Show up late!
Speak slow and clear	Use "slang" terms
Thank your interviewers	Chew gum or candy
Come prepared with questions (3 minimum)	Talk poorly about past employers/managers
Send a thank you card/email	Assume you have the job

## DRESSING FOR AN INTERVIEW

### Dress for Success

- Professional attire is a must - Male and Female dress codes are important
- Don't feel you need to buy new clothes, or new shoes. Wear what you have in your closet.
- Research online – GOOGLE what is "appropriate" to wear when interviewing for a job.