



# Ready Reference E-1 The Resume: Your Calling Card

## What is a Resume?

In addition to your cover letter, your résumé is the first contact most potential employers will have with you, and it is important that you make a good impression. Learn the components of a good résumé by studying examples and by keeping the following points in mind:

**Begin your résumé as early as possible, ideally during your Freshman year.**

Update your resume each semester as you add activities and experiences. Have several people, including CEAT Career Services or a company recruiter, look over your résumé and give you advice.

**Be sure the scope of your information is broad enough to apply to a variety of positions.** Martin Yate, career development author, notes that a good résumé makes you "all things to all people." A general résumé covering all possibilities should be used on the OSU *HIRE System*. It is a good idea to prepare a resume tailored for each specific job to use for other applications.

**Remember the main purpose of the résumé.**

Let a prospective employer have an idea about what kind of a person and employee you are. Martin Yate observes that a "résumé's goal is to show that you are a problem solver," or someone who is reliable, confident, and above all, capable and self-motivated. Problem solvers do not waste time. Instead, employees who resolve situations are productive employees; they get the project finished.

## Basic Information to Include

Name, Address, Telephone number(s), E-mail address, Educational Background, Experience (general work, and most effectively, those experiences related to your field of expertise).

A line indicating your Objective, or general plan of action (job you hope to secure and city or region you'd like to call home), is also an excellent addition. A brief section summarizing the aspects of yourself which make you outstanding is also possibility for a specific position.



**Consider the résumé as a "marketing tool."**

As Brian D. Krueger refers to it in *College Grad Job Hunter*. You are selling yourself with limited space and time. Use employer literature and job postings to identify critical skills and keywords to include in your résumé.

**Make sure you explain clearly any items which are not universally known.**

If you are a member of a professional society, the letters or abbreviated name may or may not be familiar to others in your field. Awards, prizes, scholarships, and internships should all be described informatively. Keep the goal in mind: *How will this help me get a job?*

**Be concise.**

You need to provide enough information for those reading your résumé to have a clear picture of you and your achievements, but at the same time an overly long résumé might suggest you are long-winded or vain. A concise résumé indicates that you recognize the importance of the reader's time.

## Tips to Remember

**✓ Proofread!**

Have someone else--someone qualified--proofread your resume after each addition or change you make to the text. Letters and résumés are used in the screening process, and errors are a sure bet to keep you from reaching the interview stage, no matter how glowing the contents.

**✓ Use a high-quality résumé paper in white, off-white, or cream.**

A very pale gray is also acceptable, but for most professional positions, using paper of any other color is not a good idea. Free résumé paper is available from CEAT Career Services.

**✓ Use a high quality printer when you print out your resume.**

Or have the job done professionally. Don't alter fonts; use bold print to highlight headings, and make sure your font is professional in appearance and easy to read. The ink should be black. Don't let your résumé undermine your chances!

**✓ Keep extras on hand.**

When your stock runs low, print more so you can send your information out quickly. Keep stamps--conservative ones--on hand as well.

Save your résumé in a format which is easily altered. Also, make sure to have back-up copies in electronic format, and when you alter your text, update your back-ups..