

Resume Writing

Clemson University Michelin[®] Career Center

Purpose of the Resume

Your resume should be a brief highlight of your experiences and education. The goal of your resume is to effectively market yourself to potential employers, and to obtain an interview.

There is no one right way to write a resume. This packet provides guidelines only.

Starting From Scratch

Brainstorm ALL experiences. Think about all of the experiences you have had, including work, volunteer, internship, co-curricular, and independent study experience. Most likely you will not include everything on each version of your resume, but keeping a master copy of all of your experiences will help you in job searches in the future.

Targeting Your Resume

Because you will be probably be applying for more than one job, multiple versions of your resume are necessary. You will tailor your resume for each type of position. In each version of your resume, you will emphasize the experiences you have had that most directly relate to the specific type of position for which you are applying.

Catch the Reader's Eye

Most readers will spend 20-30 seconds initially scanning your resume. Using bullets, bolding, and indentations will make it easier for the reader to read relevant information. Use action words to describe your experience and skills.

Length of Your Resume

Students with or working toward a Bachelor's Degree should develop a one-page resume, unless you have had full-time work experience or significant internship or co-op experience. A two-page resume is more acceptable for students with or working toward a Master's Degree. The information that is most relevant to your objective should always be included on the first page of your resume.

Accentuate the Positive

It is not the responsibility of the reader to figure out your career direction. Highlight accomplishments, not mere duties, and leave off questionable or negative statements.

Leave It Off

Personal information, such as marital status, age, race, gender, religion, and birthplace is not necessary or appropriate for your resume. In most cases, high school information should not be included.

Appearance of Your Resume

Your resume should be printed on a neutral color, high quality resume paper. Bright colors or graphics should not be used in most cases. The font of your resume should be professional and eye-catching.

What to Include On Your Resume

- Heading** The heading of your resume should contain information that employers can use to contact you easily. Make sure that your address, phone number, and e-mail address are current before you send out your resume.
- Objective** Your career objective tells potential employers how you will fit into their organization. It helps you focus your job interest, and unifies the rest of your resume. Objectives should contain three pieces of information:
- The level or position ("entry level sales trainee," etc.)
 - Where within the world of work ("human resources," "information systems," or "marketing")
 - Interests, knowledge, or skills you wish to share with employers.
- Education** This section may contain:
- Names and locations of schools or programs you have attended
 - Dates of attendance
 - Degrees, certificates, or licenses
 - Major
 - Grade point average (if 3.0 or higher)
 - Course work related to the job you are seeking
 - Awards, scholarships, honors (If you have more than 2 or 3, create a separate section for these)
- Experience** When describing your experience, list responsibilities and accomplishments in a bulleted list, starting each statement with an action word. Include full-time, part-time, volunteer, internship, military, and self-employment. Also give specific examples of achievements and duties, such as:
- Named Employee of the Year
 - Increased sales by 15%
 - Supervised staff of five students
- Activities/
Honors/
Skills** Mention activities that demonstrate job related skills (leadership, organizational, etc.) Create a separate section for special computer, language, or other skills, especially if they relate to jobs you are seeking.
- Interests** This is an optional section. If all of your work experience is in the same area, listing interests can show that you are well-rounded.
- References** References should not be listed on your resume. Include a separate page for references. You will want to have 3-5 professional references available when applying for positions. Make sure you ask the potential references **BEFORE** giving their names out as references!