

# RESUME BASICS

## RESUME SECTIONS

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### Identification

- Include Campus and Permanent Addresses- you may only list your cell number if you choose to do so
- Have a professional email address: [Freddiefalcon@my.pfeiffer.edu](mailto:Freddiefalcon@my.pfeiffer.edu)

### Objective

- This is a statement of the kind of employment you would like to obtain. Be specific so employers sense your genuine interest and can route your resume appropriately.
  - ★ Example: To obtain a position as a Human Resource Assistant in the Stanly County School System.
  - ★ Bad Example: A professional opportunity with upward mobility, capitalizing on my leadership, charisma, and talents leveraging my teamwork ability with my exceptional communication and interpersonal skills.

### Education

- Include degree(s) received, major(s), minor(s)
- Name of school(s), including city and state- List most recently attended FISRT (Don't list high school)
- Include GPA if over 3.3/4.0
- You may want to include courses relevant to the position to which you are applying

### Experience

- List position title, name of the company, city and state, dates of employment (years is fine, or semesters and years if you need too; example Spring 2009)
- Begin each statement with an Action verb and write a brief description of highlights and accomplishments
- Quantify as much information as possible- numbers add strength and scope
- Use bulleted lists, not paragraphs

### Activities/Honors/Awards

- Include volunteer activities, campus and civic organizations, specify leadership positions
- These can be University honors and awards or high school if you are a new University student
- Include athletic, community, and civic awards
- This is NOT the time to be humble

### Skills

- List computer skills and software you can use but not: email, Internet, Netscape, Explorer, or IM
- Languages you speak; specify basic, proficient, or fluent

### Affiliations

- Other items to note are memberships relevant to the position you are applying
- Certificates/Licenses
- Military Experience- ALWAYS list

## RESUME GUIDELINES

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- Don't use resume templates- type your own from a blank word processing document
- Use resume paper and 1 inch margins are standard, but should be no smaller than ½ inch. A one page resume is your goal
- Use only one font- Times New Roman, Tahoma, and Arial are good choices. Font size should be 11 or 12 point.
- Your name should be larger- 16 or 18 point. A different font is okay for emphasis- also should be BOLD
- Never use first person- I, me, my in your resume
- Do not include marital status, height, weight, gender, children, nationality, and health status