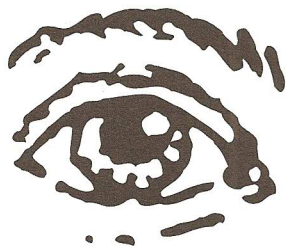


# Writing an Effective Resume

*Your resume should be a well-organized profile of your qualifications for a job. It should include your areas of knowledge and education, your past experiences and responsibilities, your skills and abilities and your accomplishments. Your resume should also communicate enough information to an employer to elicit further interest.*



## The Initial Employer Scan

The first time an employer takes a look at your resume he/she will briefly "scan" it and look for specific characteristics. Thus, to make it past the "first cut", your resume should contain these characteristics:

- **First, neatness, organization and correct grammar are essential.**
- **Second, you must communicate your qualifications to employers in the most effective manner possible.**
- **Finally, it is important to gear your resume to the needs of the employer.**

*The Resume Writing section was adapted based on information provided by the Office of Career Services at Slippery Rock University.*

## Parts of a Resume

The resume is typically organized into sections arranged from most to least important. The following is a description of the parts of a resume.

### Identifying Information

This should include your: name, present and permanent addresses and telephone numbers including area codes. You may want to include an e-mail address.

### Career Objective/Summary of Qualifications

Writing a career/job objective is optional. If you have a specific job which you are pursuing you may wish to write a brief objective. If your resume is on disk, you may be able to change the objective to tailor your resume to the job in which you are interested. If you are interested in more than one career field and are not able to modify each objective statement on your resume, you will want to omit this section on the resume and include it in the accompanying cover letter. Instead of an objective statement or in addition to one, you may want to include a section which summarizes your skills and/or qualifications. This section will help you to focus your resume on qualifications which are important to your potential employer.

#### Examples of summary statements are:

- Excellent time management skills developed through working 25 hours per week while a full-time student.
- Developed leadership skills by serving as a community assistant responsible for 40 residents.
- Knowledge of WordPerfect 5.1 & 6.0, Windows 95, Microsoft Office and Lotus 1-2-3.

### Education

For each post-secondary degree (most recent first), list:

- the name and location of your college/university
- your degree
- date of graduation
- your major, minor and concentration