

# RESUMES

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## RESUMES ARE:

- a presentation of your skills and achievements to document your strengths and abilities to an employer
- your experiences organized to support your capabilities for the position
- read in 30 seconds or less
- diverse: there is no one correct way to write a resume
- written with phrases, not sentences
- highlights of your experiences
- skimmed by reader to match organization's needs with your skills and experience
- organized, clean and professional, printed error-free on quality paper

## RESUMES ARE NOT:

- one-size-fits all: you may need different resumes for different purposes
- always one-page: in some fields two-page resumes are more appropriate to describe your skills and experiences
- too wordy: non-essential words are eliminated; action verbs complement accomplishments

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**You are the subject of the resume!**  
**You must catch the reader's eye!**  
**Don't be modest!**

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## GUIDELINES:

1. **Focused:** a resume is targeted to a particular occupation or family of jobs. The reader needs to determine immediately if you meet his/her needs.
2. **Career Related:** all information must support the "focus" of the resume. Relate experiences to the career goal; information such as sex, religion, race, etc. is irrelevant.
3. **Most Important First:** a professional resume commands the reader's attention; a professional resume supports experience with additional information; a professional resume provides the reader with what they need to know.
4. **Goal Driven:** write for what you want to do, not what you have done: support your ability to achieve future goals, not past experiences. Accentuate relevant experiences for the new position. Write your resume from the reader's point of view.

## TYPICAL RESUME COMPONENTS:

**Heading:** Your name, address, telephone, email.

**Objective:** Focus of your resume, the field in which you want to work. Be specific! Write separate resumes for different goals.

**Education:** degrees (where, when), certifications, GPA, honors, awards, languages, oversees, scholarships, may be included.

**Experience:** your job title and employer, dates, what you have accomplished- be specific. Experience includes: paid and unpaid work, part-time and fulltime work, internships, and volunteer work. Organize your experience in support of your goal, in order of importance to your goal.

**Activities:** demonstrate your qualities of leadership, organization, teamwork, and interpersonal relations with your participation in campus and community activities.

**Interests:** chose skills and interests that are relevant but may not fit in another category.

**Other:** willing to relocate; references upon request; etc.

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## RESUME CHECKLIST:

- Is your resume well designed, error free, professional in appearance?
- Is the focus of your resume clear?
- Is the format supportive of a 30 second skimming?
- Are your categories and supporting material organized by most important to the position you plan to gain?
- Have you presented all accomplishments and achievements?
- Have you edited the text eliminating unnecessary words?
- Are all verb tenses correct?
- Has the resume been checked by several proofreaders before printing?
- Have you had critiques to see how others read the resume?
- Does the resume make the reader want to call you for an interview?
- Do you feel proud of the way the resume presents your qualifications?
- Would you hire this person?

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**Career  
Services**  
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