

A photograph of Brockway Hall, a brick building with a classical portico supported by white columns. A clock is mounted in the pediment above the entrance. The building is set against a clear blue sky with some trees in the background. The text is overlaid on the left side of the image.

Getting Started on your Resume – Brainstorming and Other Tips

SUNY Cortland Career Services

Introduction

- Having trouble getting your resume started?
- Pressed for time?
- These tips can help the beginner and the more advanced resume writer



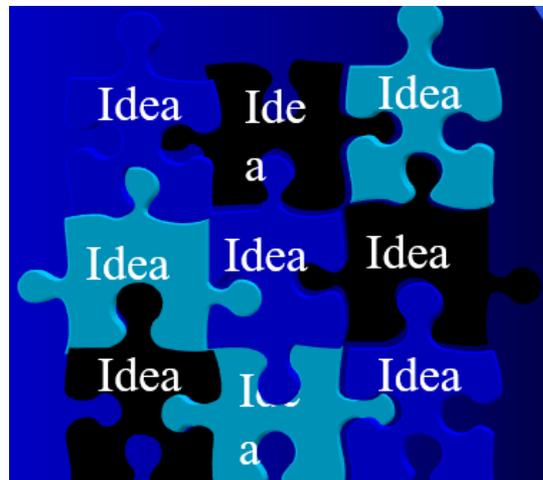
This PowerPoint

- Covers some basics to jumpstart the process
- Gives you some helpful prompts to start writing
- Can be used as a companion piece to the Career Services main PowerPoint: “Career Services Overview Resumes & Cover Letters”
- Two points to remember:
 - You will maximize your success when you return for a critique (individual appointment with Career Services staff)
 - EXPECT REVISION



Reasons for Procrastination

- Perfectionism
- Myths: “I have no relevant skills”
- Swirling Ideas – can’t organize them



Tip 1

- Think deeply when brainstorming
- Brainstorm everything you have done since high school in the following areas: volunteer work, paid work, academic or research projects, fieldwork, internships, travel
- WRITE it all down without editing or formatting



Tip 2

- Think of what position you are applying for and circle or highlight everything that seems most related or relevant
- Scan time for resumes is 30 seconds to one minute
- May need more than one resume for very different positions
- For right now, concentrate on writing one resume that is most related to the field or job your are seeking



Tip 3

AVOID THE FOLLOWING:

- High school activities (few exceptions)
- Hobbies or personal information that has nothing to do with the position
- GPA below 3.0
- Jargon / acronyms that the average person in your field would not understand
- Typos and grammatical errors of any kind
- Lying or embellishing



Tip 4

- Refer to the Career Services Resume Guide! Do not use a template.
- Choose a format: consistency more important than style
- Reverse chronological order
- Try for one page, but limit to two
- Have a clear objective
- Examples of formats in samples provided



Tip 5

- The EXPERIENCE section is often underutilized
- Find buried treasures
- Expand where necessary
- Dispel the myths (you probably did more than you think)
- Take a look at sample resumes for ideas



Tip 6

- Put into words what you have done in jobs, activities, volunteer work, etc.
- Use active verbs
- Think of highest level of activity
- Include dates



Tip 7

- Proofread three times – you and two other people
- Visit Career Services for final critique
- Update every six months to add new experiences and skills
- Your resume is a dynamic document – it changes with you.



Questions?

- Please refer to the Career Services Resume Guide for additional information on building your resume.
- Career Services document review drop-in hours are Mondays through Thursdays, 1 – 3 p.m. during the academic fall and spring semesters. Other times by appointment.
- (Webex or in-person)
- **BEST OF LUCK! You've GOT this!**

