

Resume Writing

The Good, the Bad, & the Unemployed

Career Connection

The Ohio State University

1640 Neil Avenue, Second Floor

Columbus, OH 43201-2333

(614) 688-3898

<http://www.careerconnection.osu.edu>

Excerpts from Actual Resumes

- Received a plaque for Salesperson of the Year

- Personal Interests: Donating blood.
Fourteen gallons so far.

- Instrumental in ruining entire operation for a Midwest chain store.

- Marital Status: Often

- Attended The Ohio State University from 1895 - 1999

- Am a perfectionist and rarely if ever forget details.

PARTS OF A RESUME

I. Identifying Information - This first section of your resume should tell who you are and help prospective employers reach you quickly.

Brutus Buckeye
Steeb Hall, Box 356
70 West 11th Avenue
Columbus, OH 43210
(614) 555-1212
brutus.2@osu.edu

BRUTUS BUCKEYE

CAMPUS ADDRESS

Steeb Hall, Box 356
70 West 11th Avenue
Columbus, Ohio 43210
(614) 555-1212
brutus.2@osu.edu

PERMANENT ADDRESS

1500 Cool Street
Anytown, Ohio 43210
(555) 555-1212

PARTS OF A RESUME

II. Job Objective - This section summarizes the type of work you want to do, and the career field in which you are interested.

Pick the best job objective:

1. An exciting position within any company doing interesting things.
2. To obtain a sales management position with a highly visible, multi-billion dollar, international, food distribution company located in the northeastern part of the United States, preferably New England.
3. Entry-level research analyst where I can be promoted to a managerial position.
4. To obtain a soil scientist position within a state or federal government agency.

PARTS OF A RESUME

III. Education - For most graduates, the most important qualification they have to offer employers is their education. Therefore this section should be listed on your resume directly below your objective statement.

- List the names and dates of degrees conferred in reverse chronological order along with the names of the degree granting institutions.
- It is advisable to specify major and minor fields of study, and to list courses of particular relevance to your job objective.
- Special achievements or honors can be included in this section or in a separate section (usually titled, Honors & Awards)
- If you have a strong G.P.A., list it. At least above a 3.25

PARTS OF A RESUME

III. Education - Samples

EDUCATION

The Ohio State University, Columbus, OH
Bachelor's of Arts degree in English, Expected June 2004
G.P.A. 3.5

EDUCATION

B.S. in Finance, minor in Accounting August 2001
The Ohio State University, Columbus, Ohio

Related Course Work: Corporate Finance, Financial Management, Effective Business Writing, Financial Accounting

PARTS OF A RESUME

IV. Experience - For each work experience, list your position title, the name of the organization your worked for, and the dates you worked. Then follow with a description of the work performed.

Winning formula: verb + object + outcome

- Highlight what you have done in a concise, powerful, action-oriented way.
- The more that a past experiences is related to the work you are seeking the more space you should allot to its description.
- When possible, note any achievements or key lessons learned from your experiences.
- Since position titles usually do not do justice to the work performed, it is advisable to highlight the functions for which you were responsible.

PARTS OF A RESUME

IV. Experience -Samples

Work Experience

Buckeye Management - Columbus, OH Summer 2003

Intern - Corporate Human Resources Department

- Analyzed data concerning problems with performance evaluation system.
- Developed feedback information on performance evaluation systems for over 400 employees.
- Gained experience in various aspects of human resources management including personnel, compensation, employee evaluation.

Parts of a Resume

IV. Experience - Samples

Experience

Teacher Aid

June 2002 - Present

Child Care Center, The Ohio State University

Columbus, Ohio

- Organize different activities to stimulate the children's physical, emotional, intellectual and social growth.
- Maintain contact with parents or guardians through informal meetings or scheduled conferences to discuss child's progress and needs.
- Recruit volunteered parents to participate in administrative decisions and program planning.
- Keep records of each child progress suggesting ways to improve child's learning and development at home.

PARTS OF A RESUME

V. Skills - Summarize your academic skills, along with any related work skills in a “Skills” section on your resume. This will quickly show an employer a qualitative summary of the skills and experience you have to offer.

COMPUTER SKILLS

CAD, AutoCAD, Microsoft Word, Excel, & Access, HTML

ADDITIONAL SKILLS

- **Research Skills:** Entered and analyzed data using SPSS in diverse psychology projects (Sp03)
- **Foreign Language:** Fluent in Spanish
- **Computer Skills:** Proficient in Front Page, AutoCAD and SPSS

PARTS OF A RESUME

VI. Additional Section Headings

- **Community Activities**
- **Honors & Awards**
- **Campus Activities**
- **Awards & Activities**

Honors & Activities

- Society of Mechanical Engineers, campus chapter, 2002- Present
- Tau Beta Pi - Engineering Honor Society, inducted 2001
- Peer tutor in Calculus I and II

PARTS OF A RESUME

○ VII. References

REFERENCES

Available upon request

TIPS for a SUCCESSFUL RESUME

- Print your resume on quality bonded paper (best colors are lighter shades of white, ivory, off-white, and/or cream).
- Use a readable font and print from a laser printer (best fonts are **Arial** or **Times New Roman**).
- Proofread, make sure grammar and punctuation are correct.
- Keep your resume to one page if you have limited work experiences.
- Do not embellish, be truthful about your accomplishments.

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OBJECTIVE

To obtain a financial planner position with an investment banking company.

EDUCATION**B.S. in Finance, minor in Accounting**

August 2002

The Ohio State University, Columbus, Ohio

Related Course Work: Corporate Finance, Financial Management, Effective Business Writing, Financial Accounting

WORK EXPERIENCE**Buckeye Management, Columbus, Ohio**

Summer 2003

Intern - Corporate Human Resources Department

- Analyzed data concerning problems with performance evaluation system.
- Developed feedback information on performance evaluation systems for over 400 employees.
- Gained experience in various aspects of human resources management including personnel, compensation, employee evaluation.

COMPUTER SKILLS

Microsoft Word, Excel, & Access, SPSS, HTML, E-mail

HONORS & ACTIVITIES

- Economics Association Member, 2001 - Present
- Peer tutor in Calculus I, 2000

REFERENCES

Available upon request