WRITING A RESUME

PLANNING

- Brainstorm. Make a list of everything you have done or been involved in–jobs, clubs, organizations, volunteer work, class projects–no matter how small or seemingly insignificant.
- Review job ads carefully, paying special attention to the language they use to describe desired knowledge, skills, and abilities required.
- Review your own skill sets and identify places where they match the job description.
- Approach this task like any other type of writing. Be sure to revise and leave time for planning, drafting, and revision.

ORGANIZATION

- Consider creating a "master resume" that lists all your experience and skills, which you can modify for each individual position you apply for. Doing so is a good way to keep track of your achievements and accomplishments.
- Decide what organizational structure works best for your experience and the jobs you are applying for. A chronological resume groups experiences from most to least recent; a functional resume is grouped around specific skills and job experiences; a combination resume is a mixture of the two.
- Regardless of whether you use a template or visually complex or not, the goal should be to make sure your resume is readable and consistent in its style and formatting.

CONTENT

- Every resume should contain certain elements: this includes contact information, educational background, and work experience.
- Consider including a brief professional summary or summary of qualifications at the top of your resume.
- Other categories or sections to consider include foreign languages proficiencies; technical (computer and software skills); volunteer experiences or community involvement; awards/honors; certifications; publications or conference presentations.
- You may include experience that is non-paid or "non-relevant" to the position–the goal is to highlight transferable knowledge, skills, and abilities from your experiences.

- Describe each work experience with bullet points that use strong, consistent action verbs.
- When crafting your bullet points, aim for specificity and clarity. Try to include what you did, how you did it, and what the outcome was.

FEEDBACK AND RESOURCES:

- The Writing and Communication Center can help you with describing your work experience effectively and checking for clarity, word choice, formatting, and correct grammar or punctuation. Make an appointment.
- Career Connections has many online resources and samples to consult, and they also provide a Resume and Professional Document Critique service. Call 423-425-4184 or email career@utc.edu for more information.
- The Studio at the UTC Library can help with the overall appearance of your resume.