



Welcome To

Resumé Writing

What Is a Resumé?

- *A resumé is a focused biographical sketch of yourself designed to:*
 - a. provide desired and needed information to someone else.*
 - b. stimulate interest in you and your skills, experiences, and knowledge.*
 - c. provide an initial image of who you are.*

Resumé (Cont.)

- A poorly constructed, formatted, or thought out resumé will undoubtedly put your application in the reject pile.*
- Remember, most resumé alike; therefore, you need to provide readers with content that gives you an edge over others.*
- Glitz is not the answer here; tasteful and meaningful creativity, sensitivity to readers' needs, and proven knowledge of what you are applying for are the ultimate keys.*

Typical Major Headings For a Resumé:

- Personal demographics.
- Educational background.
- Employment history
- Volunteer work
- Organizational membership and activity
- Other activities engaged in.
- Personal references to contact.

Personal Demographics:

- Full legal name (No nicknames).
- Full mailing address.
- Reachable telephone number(s) and best times to be reached.

Demographics (Cont.):

- Do not indicate your religion, ethnicity, age, marital status, number of children, race, disability, or sexual orientation on your resumé.
- These areas are legally out-of-bounds for prospective employers to consider vis-a-vis job applicants.

Educational Background:

- High school name, address, years of attendance and graduation, and G.P.A. (if appropriate).
- List earned scholarships (for both high school and college) by name and date and agency of origin.

Education (Cont.):

- College/University name, address, years of attendance and graduation, G.P.A. (if appropriate), major(s) and minor(s), and honors earned.
- Be sure to connect, through narrative, how your studies connect with the job being applied for.

Education (Cont.):

- Be sure to include here those skills and traits learned outside the classroom such as: adapting to new situations and varying expectations; doing neat and punctual work; research skills; analysis, synthesis, and integrating skills; and summarizing skills.

Employment History:

- Employer(s) name, full address, dates of employment, and telephone number.
- Your specific duties on the job(s).
- Promotions earned; supervisory duties performed.

Employment (Cont.):

- Be sure to connect, in narrative form, the skills learned, experiences , and insights from each job in your history to the position you are currently seeking.

Volunteer Work:

- Type of volunteer work engages in (church, community, government agency, charity, school, camp, etc...).
- Volunteer duties engaged in -- be as specific as you can here.
- Any leadership roles engaged in and supervisory duties performed.
- Person(s) to contact.

Organizational Memberships and Activity:

- Organization's name, full address, and contact phone number, dates of membership.
- Organizational type (school, church, community, social, etc....)
- Leadership roles undertaken.
- Contact persons(s).

Other Activities Engaged In:

- Include school activities such as high school or college tutoring, work as UMPI Ambassador, *University Times* contributions, and committee assignments.
- Include community activities such as mentoring a child or camp counseling.

Activities (Cont.):

- Be sure to connect, through narrative, ways these activities relate to the position you are applying for.

Personal References:

- Give references' full legal name, full address, contact telephone number(s) -- include best time to contact if known.
- Include how each reference knows you and for how long.

References (Cont.):

- Be sure each reference agrees to be a reference and is informed about being a reference for you.
- Give prospective references data about the position you apply for to allow them maximum preparation and awareness of your needs.

References (Cont.):

- Read the essay *Speaking About Letters of Recommendation* by Dr. Ken Petress --this essay is on Dr. Petress' website [essay # 2].
- website URL:
- www.umpi.maine.edu/~petress/index.htm

References (Cont.):

- All personal references should be willing and able to contribute in two ways:
- Each reference should be able to relate characteristics, traits, and experiences related to you that enhance your application prospects
- This information should add to your uniqueness as an applicant.

References (Cont.):

- References should also provide callers with a sense that some traits, characteristics, and experiences are not totally unique, but are representative of you as a person.
- You need both individuality and areas where you are positively seen by any to be interpreted as a highly qualified individual.

Summary:

- *Remember, your application, cover letter, reference letters or phone calls, and your resumé are windows to who you are, your experiences, and qualifications.*
- *Each of the above named items present you with a potential first non face-to-face impression.*

Summary (Cont.):

- *The job interview is another aspect of job seeking that involves direct, face-to-face interaction.*
- *The interview may never occur if the application, cover letter, resumé, and reference checks are not complete, neatly packaged, and honest.*

Summary (Cont.):

- *See Dr. Petress' website under course information in menu item: FYS100 listed as sample **Career Planning Portfolio** for an example of a job application/cover letter and a resumé.*
- *Dr. Petress' website URL:*

www.umpi.maine.edu/~petress/index.htm