



Résumé Development

On average, employers take only 20 to 30 seconds to initially review your résumé, so it is important that you submit a clear and concise representation of yourself to potential employers. There are many different formats and methods of creating a résumé, but for simplicity's sake, this handout has streamlined the most popular styles into a general résumé framework. After you have followed this general outline and written your résumé, give it to somebody to read. Time that person for twenty seconds and then ask the reader what he or she learned about you from the résumé. If the reader learned everything that you wanted him or her to know, then you have a successful résumé. If not, you may need to adjust the aesthetic appeal or condense some information.

Basics - Technical

1. Use 8 ½ x 11 in. standard paper only. Do not use legal size paper, sheet covers, report folders.
2. Page margins: ½ or ¾ inch on all sides
3. Font: Keep it professional! Do not use *Jester*, *SCRIBBLE*, or *WINGDINGS* (wingdings). Use a simple font such as Times New Roman, Arial, or Courier. For your regular text, the font size should remain 10 or 12 pt. (For your name and headings, you will want to make them larger - 16 or 18 perhaps.)
4. Headings: You will want to capitalize, bold, underline, or make them larger than the normal text. You may also change the font style, as long as it is not too distracting.
5. The optimal résumé is one page in length, though two pages are acceptable. Employers do not have much time to review more than two pages. If you use two pages, make sure your name appears on the second page.
6. You may double or triple space your text if it's necessary to create visual appeal.

Basics – Content

1. Name, address, phone number, email
2. Job objective
3. Education history
4. Work history
5. Awards, community service, foreign languages, professional organization memberships
6. Create visual appeal by using bullets and accents. Don't use anything too wild or jumbled.

What not to include:

1. Why you hate your last job or boss (save all of that for your exit interview)
2. Age, weight, gender, height, marital status
3. Photograph
4. Health status
5. References (You don't want to give out another person's personal information haphazardly. Wait for serious inquirers from potential employers.)

Résumé Outline

The most popular (and most recommended) résumé style is the Chronological style, in which you list your educational and work history from the most recent to the earliest. The following explanation will follow the Chronological style.

Your Name

Believe it or not, this is the most important aspect of your résumé because it is the first item and the last item that an employer will see. This means that the presentation of your name must be memorable and

pleasing to the eye. It does not hurt to include a middle initial. Your name should either be centered or flushed left on the first line of the first page. You want your name to be the biggest item of your résumé, so make sure to significantly increase the size over your text and headings. Again, you may also change fonts.

Address

This should remain flushed on the left margin. Include your street address, city, state, zip code, phone number with area code, and email address. You may also include fax and cell numbers.

Job Objective

This is the section of the résumé where you identify exactly what position you are seeking, or, if there is no specific position, then make a general statement of what skill or company objective appeals to your experience and career desires. The objective does not have to be a complete sentence; it can be a simple verb phrase or noun phrase.

Employment

In this section, you should list your current (or previous) job first, then your previous job, your job before your previous job, etc. Depending on the length and extent of your employment history, you may have to limit your employment listings to the last ten or twenty years. For each entry:

- Write the time period of your current job (e.g. Oct. 2002 – present; Oct. 2002 – May 2004; or 10/02 – 5/04)
- On the same line, but listed separately from your dates of employment, give the company name, address, and phone number.
- Next, write your official job title.
- Then give a brief summary of your responsibilities and accomplishments. Here, you should use verb phrases using powerful active verbs (see our handout on Active Verbs).

Education

Similar to the Employment section, the Education section lists your educational experience from your most recently achieved degree (which, in most cases, is your highest degree earned) to your high school diploma or GED. Depending on how much space you have (remember the 2 page limit), your high school or GED information is optional if you have earned a college degree. For each entry:

- List the School/College/University name (e.g. Dallas Baptist University)
- School's location (e.g. Dallas, TX)
- Your degree and the date you received it (e.g. Bachelor of Arts, May 1999)
- Major (e.g. Major: English)
- Minor (e.g. Minor: Biblical Studies)
- GPA: first your major GPA, then your overall GPA (e.g. Major GPA: 3.5; Overall GPA: 3.3)
- List any academic honors you received or positions you held.

OR

- List your Degree with your major (e.g. Bachelor of Arts in English)
- Minor
- School, date you received the degree
- GPA: major, overall
- Academic Honors

Other Information (also called Personal Information)

In this section, list any foreign languages you speak fluently, professional organization memberships, publications, and community awards you received. Be very brief.