



Resumes

An online workshop for students
at The University of Toledo

The University of Toledo Career Services

Student Union 1532 419.530.4341



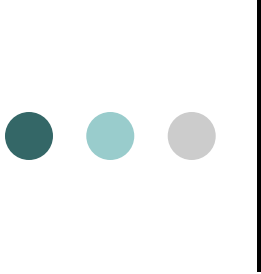
What is a Resume?

- A resume is a personal marketing tool that you send to employers for the purpose of securing an interview
- Resumes can be
 - mailed, emailed or faxed in response to want ads
 - delivered to targeted employers
 - circulated to people you network with, or
 - attached to employment applications

General Information

- Keep it concise—but accurate—in stating information in each section of your resume
- Avoid fonts smaller than 10 point and larger than 12 point (except for your name)
- Use 8 1/2" x 11" 20 lb. paper
- Print your resume with a laser or high quality ink-jet printer





Typical Resume Sections/Categories

- Name and Contact Information
- Career Objective/Goals
- Education
- Special Recognition, Honors, Awards, Scholarships
- Related Experience
- Other Employment
- Campus/Community Involvement
- Professional Associations
- Skills

Use the sections that best represent what you have to offer to potential employers



Contact Information

- Name
- Address: Use permanent and current/school address, if this applies to you
- Telephone number
- Email (consider creating a separate email account for your job search)

JOB SEEKER
1234 Student Lane
Toledo, Ohio 43606
419.555.1234
job.seeker@utoledo.edu



Objective Statements

- Avoid using an objective that is too general and vague. For example: “To obtain a challenging professional position”
- Include at least two of the following items: **Type of position/job function:** *teacher, social worker, analyst*; **Type of industry/organization:** *social service agency, urban school*; **Knowledge, experience, or skills offered:** *leadership, project management, Ohio Licensure in Early Childhood Education*
- Try an objective like this: “A human resources generalist position with emphasis on human resource planning, job analysis, recruitment and selection”

Keep in mind:

- Recent college graduates can benefit from using an objective that is focused and relevant
- An objective is optional



Sample Objectives

A field service technician position using advanced training and experience in electronic technology, and excellent trouble shooting and problem-solving skills to diagnose and repair electronic and computer equipment.

To teach special education at the primary level in a Least Restrictive Environment. Offering K-12 licensure in Moderate/Intensive Educational Needs.



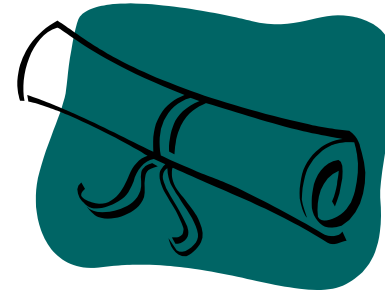
Keyword Summaries

- Can be a useful section in technical fields like engineering and the sciences
- Composed of nouns and phrases that are industry-specific
- Develop your list by reviewing want ads and publications
- List in order of importance to the position applied for

Example: Mechanical Engineer

Project Engineer. B.S. Mechanical Engineering. Project Planning. Design. Unigraphics NX2 3D CAD. I-DEAS. American Society of Mechanical Engineers. Team Player. Public Presentations. Willing to Travel.

Education



Include...

- Most recent degree or degree in progress; omit high school information
- GPA is optional; some students choose to include the major GPA instead. Be accurate in the listing of your GPA!
- Certification or licensure can be listed here or under a separate heading
- Include your thesis, special projects, and education abroad experiences
- Consider noting if you paid for your education:
Earned 75% of educational expenses



Education: Example

The University of Toledo Toledo, OH

Bachelor of Business Administration,

Expected Graduation: month, year

Specialization: Human Resource Management

GPA: 3.3/4.0

- You do not have to include your GPA on the resume, but if it isn't included, employers may assume that it is lower than it really is!
- You can also choose to list your overall GPA, your Major GPA, or both.

Relevant Courses



- List relevant courses that prove special expertise or specific knowledge/field work
- Use upper level courses
- Use course name and NOT the course numbers
- This information could be included in the **Education** section of the resume
- This may be a useful section to include when applying for internships



Employment Experience

- Include positions you have held which are related, in some way, to the job you are seeking...both paid and volunteer positions, or relevant projects and research experience
- Consider dividing your experience into two categories: **Related Experience** and **Additional Experience**
- Be creative with this section of your resume by describing and emphasizing your experiences in the most relevant way possible
- Include complete information including company/organization name, location (city and state), job title, dates employed
- Highlight accomplishments that you want an employer to notice
- Use bullets to make a list of responsibilities easier to read
- Use ACTION verbs to describe your activities and achievements-- Do NOT write “I was responsible for...” or “My duties included...”



Action Words: Examples

Achieved	Conducted	Formed	Nominated	Served
Acquired	Constructed	Formulated	Normalized	Serviced
Adapted	Discovered	Founded	Obtained	Set up
Addressed	Displayed	Generated	Operated	Simplified
Administered	Doubled	Governed	Ordered	Solved
Advised	Drafted	Installed	Proved	Staffed
Analyzed	Earned	Instructed	Provided	Streamlined
Anticipated	Edited	Integrated	Publicized	Structured
Appreciated	Educated	Intensified	Published	Succeeded
Arranged	Effected	Interpreted	Recommended	Supervised
Assembled	Eliminated	Interviewed	Reconciled	Supported
Assisted	Encouraged	Justified	Recruited	Surveyed
Audited	Enforced	Launched	Reduced	Taught
Budgeted	Engineered	Led	Reinforced	Tested
Built	Enhanced	Licensed	Related	Trained
Calculated	Established	Located	Reorganized	Transferred
Centralized	Evaluated	Maintained	Reported	Transformed
Changed	Exceeded	Managed	Researched	Unified
Clarified	Executed	Manufactured	Resolved	Used
Collaborated	Exhibited	Marketed	Reviewed	Utilized
Commanded	Expanded	Mastered	Revised	Verified
Completed	Explained	Minimized	Scheduled	
Composed	Facilitated	Monitored	Secured	
Conceived	Finalized	Motivated	Selected	
Condensed	Financed	Negotiated	Separated	



Relevant Experience: Example

St. Anthony Villa Toledo, Ohio

Chemical Dependency Counselor January, year - May, year

- Provided residential treatment for chemically dependent and indigent adolescents incorporating individual counseling, group therapy, and educational sessions on the twelve step program and the disease concept of addiction
- Served on a specialized team to develop and implement treatment plans
- Facilitated a treatment group of adolescent females addressing issues of communication, boundaries, respect and care of self

Activities and Honors



- Academic honors and campus involvement can display skills, accomplishments, and character
- List leadership roles held in your various activities and organizations
- Consider a two-column list to describe key accomplishments



Honors/Activities: Example

- Dean's List, three semesters
- Who's Who Among Students in American Colleges and Universities
- Outstanding Member of Hillel, year
- Rotary Scholarship, year
- Most Valuable Player, UT Varsity Tennis Team, year

Skills: Example

- Operating Systems: UNIX, WINDOWS NT, Novell NetWare, and System 7.0
- Internet Applications: Eudora, Internet Explorer, Netscape, and NewsWatcher
- Programming Languages: C++, Visual Basic, Cobol, Pascal, Java, and HTML





References

- Use a separate page for your list of references
- Include your name at the top of the page
- Select 3-5 individuals who know you professionally and can speak highly of you
- Include the reference writer's name, title, organization, work address and phone, and email
- If space is available on your resume, you may state that **References are available upon request**



Reference Sheet: Example

Dr. Jill Smith
Professor
111 Wolfe Hall
Mail Stop 000
The University of Toledo
Toledo, Ohio 43606
Office: 419.530.1111
Email: jill.smith@utoledo.edu

- Always ask permission before you include an individual and their contact information on your reference sheet
- Give your references a copy of your resume so they will be prepared to talk to employers



Do Not Include the Following Information on your Resume

- age/date of birth
- height
- weight
- marital status
- number of children
- ethnicity
- national origin
- religion
- disability
- sexual orientation





Sample Resume

John C. Logan

311 S. Boundary #2 Perrysburg, OH 43613 (419) 333-3333 jcl150@aol.com

OBJECTIVE

To obtain a career position that requires marketing and public relations knowledge while allowing me to gain significant experience that will directly impact daily operations.

EDUCATION

The University of Toledo, Toledo Ohio

Bachelor of Business Administration, Month, year

Major: International Business

University of Tours, Tours, France, year

EXPERIENCE

Account Relations Intern Summer, year

MCI WorldCom Chicago, IL

- Maintain, grow and service high-end accounts
- Ensure the overall wellness of accounts
- First point-of-contact for clients
- Liaison between clients and upper-management

Marketing Intern Spring, year

The Anderson Group Consulting Toledo, OH

- Designed marketing brochures
- Communicated with overseas clients

New Student Orientation Advisor August, years

International Student Services University of Toledo

- Oriented new international students to campus events and programs
- Accompanied students to Cedar Point

SKILLS

Fluent in German and French UT Career Services SU 1532 419.530.4341

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We're Here to Help!

**Need more detailed information?
Want to learn about CV development?
Eager to try different resume formats?
Ready to start that cover letter?**

**Contact us for more information!
Visit us in person or review the handouts we have
listed on our web site.**

Call **Career Services** @ 419.530.4341

Stop by our **office**: Student Union 1532

Visit our **web site**:

www.student-services.utoledo.edu/career/