

Quick Tips for Writing a Resume

ONE SIZE **DOES NOT** fit ALL!
TAILOR YOUR RESUME FOR EACH EMPLOYER!

Objective Statement - Tell employer what position and how you will provide value to the company. Use keywords!

Skills List - Determine your skills that fit the job requirements & list them. Use keywords and power words.

Education - Listed in reverse chronological order. May include graduation/expected graduation date, grade point average and awards.

Relevant Courses List (*optional*) - List course work that is relevant to the position.

Employment History - List employers in reverse chronological order. Include company name, city & state, month/year of start and end dates. List several key responsibilities and/or accomplishments.

References - List references on a separate sheet and submit when they are requested. Always obtain permission from references before adding them to your list.

For more information visit:

CAREER SERVICES

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