



Preparing your Résumé

RÉSUMÉ LENGTH

- **Recruiters typically spend 35 seconds looking at each résumé** during the initial screening to pare down the perhaps hundreds of applications.
- Managers typically prefer a **one-page résumé for the entry-level positions** typically sought by recent college graduates with a two-page résumé being reserved for unusual circumstances or for higher-level positions.

RÉSUMÉ FORMAT

- Choose a simple, **easy-to-read font** (no more than one or two fonts in one or two sizes, 11–12 pt.)
- Use standard **8½ x 11 paper of good quality** (preferably white or off-white)
- Include a lot of **white space with short blocks of text**
- Make sure it is **100% error-free**

RÉSUMÉ CONTENT

- Type your **complete name** without a personal title at the top of the document (omit the word résumé), followed by **address** (or by temporary and permanent addresses if necessary), a daytime **phone number**, and an **email address**.
- Include a specific **one-sentence job objective**. *For instance:* Entry-level staff accounting position with a public accounting firm.
- Decide whether your education or your work experience is your stronger qualification, and list it first. For education, list **the title of your degree, the name of your college and its location, your major and minor, and your expected date of graduation (month and year)**. List your grade-point average if it is impressive and any academic honors. Avoid listing college courses that are part of the normal preparation for your desired opinion. Do not include high school information.
- For work experience, determine whether to use a **chronological** (most recent job first) **or a functional** (list of competencies and skills developed) **organizational pattern**. For either, stress those duties or skills that are transferable to the new position. **Use short phrases and action verbs** in the proper tense to provide specific evidence of the results you achieved.
- Include any additional information that will help **distinguish you from the competition** (such as professional affiliations and special skills). Avoid including personal information such as age, gender, race, and religious affiliation.
- Provide a statement that **references are available** upon request.
- Throughout, **highlight your strengths and minimize weaknesses**.

Ober, Scott. *Contemporary Business Communication*. Boston: Houghton Mifflin, 2003.