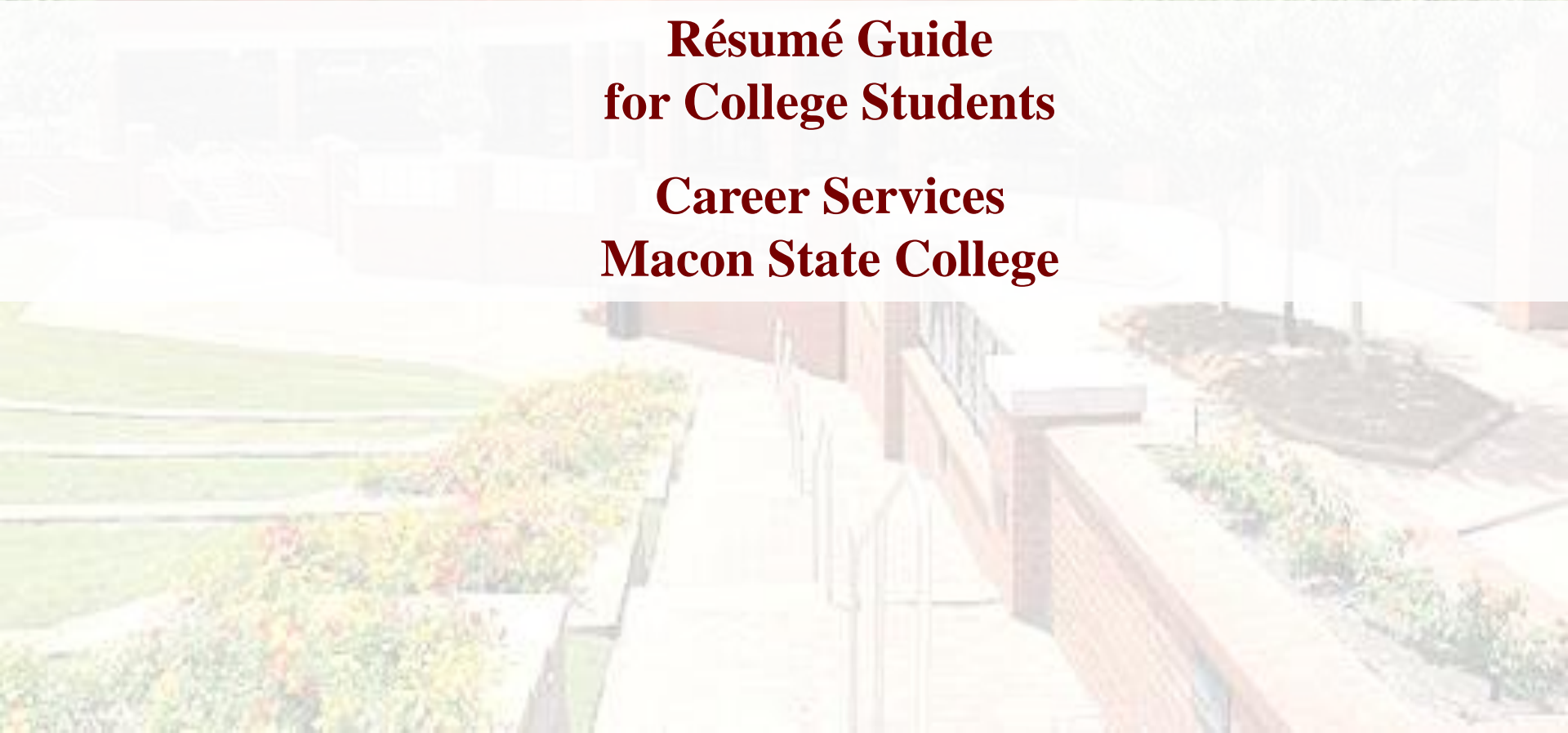




**Résumé Guide
for College Students**

**Career Services
Macon State College**



Combined Functional Résumé



EDUCATION
RELEVANT COURSEWORK
SKILLS
EXPERIENCE
VOLUNTEER EXPERIENCE
OTHER CATEGORIES

Step 1: Create a Word File

- Open Word document to develop résumé
- Do not use templates or online résumé makers
Rationale: difficult to make any adjustments
- Set margins top, bottom, left, and right 1” by 1”
- The font is the same throughout (*i.e. Times New Roman, Arial, etc*) and font size is 12
- Use a thumb or USB drive to store your résumé

Step 2: Title Heading

- The title heading is centered on the top of page
- Includes full name, address, phone number, and email
- Professional email address should contain first and last name
- Be sure that your voicemail is courteous and professional with first and last name (no music)
- All information needs to be current and up-to-date

Example of Title Heading

Rose M. Langley

102 Newport Street

Macon, GA 31206

(478) 590-3232

rose.langley@maconstate.edu

Step 3: Education Section

- Education includes the name(s) of college(s), the city, state, and the dates of attendance (mo/year – mo/year)
- Most current college is listed first followed by any other college where a degree was obtained
- Do not include High School unless it was a technical school related to the job
- Include GPA if it is 3.0 or higher

Example of Education Section

EDUCATION

Macon State College Macon, GA 08/2010-present
Psychology, Bachelor of Arts GPA: 3.9

Georgia State University Atlanta, GA Graduated 5/2005
Accounting, Bachelor of Business Administration

Step 4: Relevant Coursework

- Relevant Coursework lists classes taken in college that relate to the job
- Consider how the class relates to the position in terms of the skills, projects, and lectures that were obtained in the course
- Serves as an alternate skill set when relevant skills and experience are lacking
- List specific titles of classes

Example of Relevant Coursework

RELEVANT COURSEWORK

Principles of Accounting I, Principles of Accounting II, Public Speaking, Calculus I, and Macroeconomics

To find specific titles of Macon State College courses:

<http://catalog.maconstate.edu>

Step 5: Skills and Qualifications

- Skill is defined as “great ability or proficiency, expertness that comes from training, practice, etc.” (Webster's Dictionary)
- Include all skills obtained from previous jobs, classes, and/or professional training
- Use bullet formatting and develop a section with strong bullet statements that highlight skills

Types of Skills

- **Job Related:** Related to a particular type of job
Examples: operate equipment, data entry, answer telephones
- **Transferable:** Useful in a variety of jobs
Examples: writing clearly, organizing tasks, observing
- **Self Management:** Use every day
Examples: honest, dedicated, reliable, etc.

Other Types of Skills

- **Communication**
Ex: speak effectively, listen attentively
- **Research and Planning**
Ex: forecast, identify problems
- **Data**
Ex: analyzing, auditing, budgeting

Other Types of Skills cont.

- **Human Relations**
Examples: listening, motivating
- **Organization**
Examples: handling details, coordinating
- **Leadership**
Examples: implementing decisions, enforcing policies

What is a bullet statement?

Bullets statements:

- Clear, short, concise statements
- Are specific and avoid generalities
- Usually include an action and result
- Focuses on what the applicant has to offer to the position
- Includes strong nouns, adjectives, adverbs, verbs

(pgs. 6-8 <http://www.maconstate.edu/careercenter/docs/GuidetoResumeWriting.pdf>)

Example Bullet Statements

Bullet statement for a *Research Assistant* job:

- Assisted with research project while administering interviews as part of a longitudinal study of under-privileged students

Bullet statement, *Government Contracts* job:

- Prepared bidding and proposal documents for projects ranging up to \$1 million dollars

Employers Rank Top 5 Candidate Skills/Qualities

- Communication Skills
- Analytical Skills
- Teamwork Skills
- Technical Skills
- Strong Work Ethic

Source: Job Outlook 2010 Survey, National Association of Colleges and Employers

Employers Rank Top Skills/Qualities

- Employers use GPA to gauge ability and look at work experience for evidence that the candidate can do the job
- For a new college graduate, experience is usually gained through an internship
- Competitive graduates have completed more than one internship in their chosen career field
- Good communication or a strong work ethic are not likely to make up for a poor GPA or lack of experience
- Employers are looking for well-rounded candidates, so the candidate who can offer that bit more has the advantage

Source: Job Outlook 2010 Survey, National Association of Colleges and Employers

Are you qualified?

- Find ways to obtain the soft skills desired by most employers
- Research the most valued skill sets that are needed to enter your particular career field
- Be sure to gain skill sets needed before you graduate through community service, volunteering, interning and being actively involved in student organizations on campus – Network!
- Be prepared in the interview to give good examples of the skills listed on the résumé

Step 6: Experience

- Experience is the knowledge gained by observing, demonstrating, or teaching a concept or idea to others
- Possible Titles for section: Professional Experience, Related Experience...
- Experience section lists current to past positions or internships followed by position titles, company names, cities, states, and dates (mo/year – mo/year)

Example of Experience Section

EXPERIENCE

Staff Writer Mirror Publishing	Atlanta, GA	09/2010-present
Marketing Intern Central Theater	Macon, GA	08/2006-08/2008
Store Clerk Publix	Reynolds, MS	06/2004-09/2005

Other Possible Section Headings

- Volunteer Experience
- College Affiliations
- Awards
- Certifications

Step 7: Proof Read Résumé

- Read résumé three times while checking:
 - Spelling and grammatical errors
 - Awkward wording
 - Skills that do not represent the position
- Ask two people to review your résumé
- Edit and make the necessary corrections

Final Résumé Tips

- Be honest and accurate
- Remove jobs that you do not want as your reference
- Target the résumé specifically towards the position and do not repeat information
- Answer the requirements of the position
- Highlight your most transferrable skills
- Try to keep it to 1 page – short and concise
- Print on white or beige résumé paper

Step 8: Professional References

- List references on a separate page in alphabetical order
- Margins top, bottom, left, and right 1” by 1”
- Centered on the page
- References chosen can speak to your character and work ethic
- Try to have 3 or more professional references before you graduate
- Try to avoid using family, friends or clergy

Example of Reference Page

Your Name
Address
Telephone Number
Email

PROFESSIONAL REFERENCES

Name of reference
Position title
Company or Organization
City, State, Zip Code
Address
Telephone
Email

Step 9: Cover Letter

- No résumé is complete without a thoughtful and professional cover letter
- Be sure to display your passion for the position and explain why you are a good match
- For cover letter purpose and samples review pgs. 19-21:
<http://www.maconstate.edu/careercenter/docs/GuidetoResumeWriting.pdf>
- If sending via Email, cover letter can be the text of the Email while attaching the résumé



Thank you for viewing

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For more information please visit:

Career Services
Macon State College
Student Life Center
Room 230