**Resume Writing Tips**

**Objective Statement or Summary**

* **Keep it simple – one sentence for an objective; One – Three for a Summary**
* **Focus on how the employer would benefit, not on how they can help you**
* **Objective: List 3 adjectives to describe yourself and then what you’re looking for**
* **Summary: Use to describe your areas of focus, past work experience, strongest professional attributes; also good for changing careers or other needed explanations**

Examples:

* *Objective:* Creative, recent graduate with PLC controls training and strong work ethic seeking entry level electrical engineering position.
* *Summary:* Non-traditional student with over 6 years experience in manufacturing environment as a technician. Now graduating with BS in Mechanical Engineering and strong interest in project management. Reliable, technically proficient, and eager to grow professionally.

**Bullet Points. List Achievements not Job Duties. Be concrete, not vague.**

* **Start with an Active verb!**
	+ - If you are presently in the job, then use the present tense
		- If you have completed the job, use the past tense
		- Avoid gerunds (-ing)
		- Avoid “duties include” or “responsible for”
* **Quantify, Specify**
	+ - Put in Numbers, Name computer programs & technical processes
		- Let the facts paint the picture rather than using subjective adjectives
* **Show Results, Achievements, Contributions**

*Examples:*

X Responsible for monthly newsletter

* Edited a monthly newsletter in Microsoft Publisher for the department of 50 personnel, streamlining office communication

X Utilized excellent oral communication skills

* Welcomed 600 students and their parents to campus during New Student Orientation.

X Ability to work in a team

* Played varsity soccer as a starter for 2 years, selected as “Best Team Player” by team members

X Strong interpersonal skill

* Worked one-on-one to educate more than 30 crime victims about their rights, resulting in a 40% increase in service utilization