

# Résumé Tips

## Top Tips for Preparing Résumés That Will Help You Get the Interview

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Remember that your cover letter and your résumé will usually determine whether or not you are invited for an interview. Invest the extra time needed to make sure that each of these is as good as it can be. When you are going for your first full-time position and you have little or no experience, it's more important than ever that you prepare an effective résumé. Here are some tips that might help:

1. When possible, prepare a different résumé for different kinds of jobs. If you are applying for a public relations position, you'll want to play up any experience or skill you have in the public relations field. If you decide instead to apply for a management trainee position, you would prepare a different résumé. With the availability of word processors and laser printers, this is a lot simpler than it was 10 years ago. Suggestion: Prepare one general résumé for those positions where you don't know as many specifics as you would like, and then prepare specific ones for specific jobs.
2. Remember that the person who will do the hiring is interested in what you can do for that company or organization. Don't emphasize that you want to gain experience in this position. Show what you have done that will help the company. Also, communicate those skills you have that will meet the needs of the position.
3. If you haven't done much in the way of an internship or handling responsibilities that relate to the kind of position you want, start doing some of those things as soon as possible. When you go to write a résumé and realize that all you have to list will be the degree you will be getting and the courses you've taken, you'll realize you're not as employable as people who have done some of the things that the people will need to get done in this position.
4. Most employers don't care about what your next door neighbor says about you. Nor do they get excited about the fact that you collect coins and belonged to the Geography Club in high school. Don't use space listing things that won't matter.
5. Include anything that shows that you have been responsible and have the work ethic. Whether you counted the money or closed the store in a part-time job, this shows responsibility.



# Résumé Tips Continued

6. If you held a position and were responsible for leadership in a college organization, communicate that. Show specifics such as: "increased membership of ABCD organization from 22 to 49 during my year as membership director." Employers want to see results.
7. If you're short on experience (which is to be expected at this stage of your life) you might want to play up all the relevant courses you've taken. Find out what needs doing in the position being advertised and relate courses to that.
8. Proofread the résumé thoroughly. Watch especially for commonly misspelled words, such as: accommodate, develop, liaison, practitioner, rapport, separate and sophomore. Remember that one typo or spelling error is enough to exclude you from consideration in this challenging job market.
9. Don't assume that people understand abbreviations and acronyms. Spell out PRSA the first time you use it. Some people won't know what a "3.2 GPA" means. Better to note that you have an A- average.
10. Communicate action with your verbs. Let the reader know what you can do. You might want to list specific skills learned in classes or things you did on an internship. Place these things early in the résumé.
11. To list references or not to list references? That is the question. Résumé experts differ on the answer. Some claim that you shouldn't list references because your relationship with the people you are listing may change between the time you had the résumés printed and the time the person will be asked about you. My opinion? List the references. In today's world of word processors, you can delete someone if your relationship has gone sour. Use references who can talk about your ability to get the job done or your specific abilities in the field where you are seeking employment. Don't list your next door neighbor or your clergyperson. Give the name, title, address and phone number of two references. Why: If the person who did the interviewing is asked by his or her boss to make a decision in a hurry, it's easier to check on the references when they are on the résumé.

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## The Best Tip of All

Prepare a box at the bottom of your résumé. Head it something like this: "Some Things That Don't Fit in Other Categories." Use up to four sentences to tell about skills, attitudes or special strengths. Walk the fine line between bragging and being humble. Example: "While at Rowan, I learned teamwork by playing varsity soccer for four years. But I still enjoy going one on one with a MacIntosh computer."