

How to Start Writing a Resume

U N C G C A R E E R S E R V I C E S C E N T E R

First, take out a blank sheet of paper and brainstorm. Write down all of your jobs, activities, achievements, and special skills (including computer skills). Also, you may include some UNCG coursework and academic projects that you have completed that are related to the job you are applying for.

The resume should be organized, concise and easy to read. It is important not to overcrowd your resume; leave plenty of white space so key points that are highlighted may be seen easily. Avoid long paragraphs and use bullets to call attention to important points.

Resume Guidelines

- ▶ **Basic Identification** - This includes name, school address, permanent address, phone number, and email address. Make sure you check the email frequently and that your screen name is professional.
- ▶ **Education** - Most recent education, any other degrees you have earned, anticipated date of graduation, major and minor, GPA (if over a 3.0), relevant coursework, and study abroad if applicable.
- ▶ **Experience** - List in reverse chronological order the work, study, campus or community activities that have given you experience related to your career goals. Describe your responsibilities and the position(s) you held. Remember, all of your experiences have given you skills that are important and transferable to a job.
- ▶ **Activities** - List any recent on-campus/off-campus extracurricular activities that demonstrate involvement at UNCG or in your community. Give special attention to any and all leadership roles.
- ▶ **Skills** - Special skills, especially computer and language proficiency skills, are important to potential employers. Also list any special skills you may have that relate to your career field.

Possible Resume Subject Headings

ACADEMIC PROJECTS

ACADEMIC RESEARCH

ACCOMPLISHMENTS

ACTIVITIES

AWARDS

COMMUNITY INVOLVEMENT

EDUCATION

HONORS

INTERNSHIP EXPERIENCE

LEADERSHIP

MEMBERSHIPS & AFFILIATIONS

OBJECTIVE

OTHER EMPLOYMENT

OUTREACH

PRESENTATIONS

PROFILE

PUBLICATIONS

RELATED WORK EXPERIENCE

RELEVANT COURSEWORK

SKILLS

SUMMARY OF QUALIFICATIONS

VOLUNTEER SERVICE

Resume Tips

DO

- Keep it to one page—though there are exceptions
- Use a clean, readable font of 10-12 pts (Times New Roman, Palatino, Arial, & Century Gothic)
- Gear the content to your objectives
- Use consistent margins, between 1/2” and 1” on all sides
- Put your strongest selling points near the objective
- Check your spelling, grammar, and punctuation!
- Consider a different version for different job types
- Use laser quality printer on light colored resume paper
- Be consistent with your format
- Bring to Career Services for a quick review

DON'T

- List personal information other than name, address, phone, and email
- List everything you've ever done—be selective
- Use pronouns
- Use elaborate graphics
- Use both sides of the page
- Use “duties included” or “responsible for”

References

Employers considering your candidacy often ask that you provide a list of references. This list may be requested at the time of your initial application or later in the hiring process. Normally these references will not be contacted until you are a “finalist” for the position. Within your list of references, you want to include for each person:

- Name
- Title
- Business address
- Telephone number
- Email address (if available)

Who can serve as a reference? Typically these include former employers, faculty members, and/or internship supervisors who can speak positively about your abilities. Be sure to gain permission from your references before adding them to your list!