

Resume Guide for Graduate Business Students

This handout provides instructions and samples to help you develop a resume. Regardless of the resume format, keep these points in mind. Know who will be reviewing the resume, and for what purpose. Be clear about what you want to communicate about yourself. Resumes are less about your past, and more about making a case for where you want to go with your future.

Use a professional summary if you have extensive work experience.

Focus on the employer's needs when developing your resume.

Demonstrate relevant skills in the Experience section. Use active verbs. Avoid the use of "I" as this is implied.

Select other headings that strengthen the image of you as a future employee.

YOUR NAME Address ▪ City, State ▪ Zip ▪ Phone ▪ E-mail Address	
<hr/>	
OBJECTIVE (optional) The objective should be brief and specific to a particular job or career field.	
EDUCATION	
San Diego State University Graduate Degree Include emphasis, related coursework or major projects, and study abroad. Overall grade point average if 3.0 or above.	San Diego, CA Expected graduation date
Undergraduate Institution Degree	Location Date (year)
Keep this section brief. If you are several years out of a degree program, cite only the institution, degree, and any noteworthy honors.	
EXPERIENCE	
<u>Job Title</u> ORGANIZATION	Dates of employment City, State
<ul style="list-style-type: none">• Describe your responsibilities here, starting with active verbs.• Make your descriptions energetic and short.• Present information in reverse chronological order.	
<u>Job Title</u> ORGANIZATION	Dates of employment City, State
<ul style="list-style-type: none">• Bullet format is preferred by many employers.• Focus on results, skills, leadership, initiative and teamwork.	
SKILLS Include foreign language skills. Emphasize computer software programs. Avoid listing general skills (like communication skills) but include skills specific to your field, like business development, finance, or sports marketing.	
OTHER HEADINGS Choose additional headings that highlight your strengths in areas such as Activities, Leadership, Athletics, Professional Organizations and/or Community Service, indicating your accomplishments and offices held.	

Consider putting Education at the top of the resume when you are just about to complete your degree. If you are several years out of a degree program and Experience sells you, move Education to the bottom of the document.

Be selective in using bold, underlining and capitalization.

Spell check and review your resume carefully for errors.

Limit your resume to one page. Use black ink and white or off-white resume paper.

List "References" on a separate sheet using the same heading as your resume, and the title "References."



Career Services
SDSU Student Affairs

Career Services
Student Services East - 1200
(619) 594 - 6851
<http://career.sdsu.edu>

Resume Checklist

Employers spend less than a minute evaluating your resume. Catch their attention by tailoring your resume to meet their needs. Here are some suggestions to help focus your edits. They address the issues of form, function, feedback, and electronic resumes.

FORM deals with appearance.

- ✓ **Templates:** Avoid resume wizards and resume software templates. They are difficult to edit and do not allow you to present information in the most effective format.
- ✓ **Length:** For college students and recent college graduates, use a one-page resume.
- ✓ **Font:** Choose a basic, easy-to-read font such as Times New Roman, Arial or Helvetica in 10-14 point size. Use black ink.
- ✓ **Paper:** Use 8 ½" x 11" resume-quality paper in a light color such as white or off-white. Buy envelopes and cover letter paper to match your resume.
- ✓ **Spacing:** Margins of 0.7 to 1 inch and double-spacing between headings improves readability.
- ✓ **Layout:** Use bullets, bold, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space to create an uncluttered look.
- ✓ **Format:** Present information in reverse chronological order. Common headings include: Education, Experience, Skills, Activities, and Community Service.
- ✓ **Professionalism:** Eliminate all typos and misspellings by asking other people to proofread.

FUNCTION conveys an image of you that meets the readers' needs.

- ✓ **Image:** Decide what image you want your resume to communicate. Does it show that you are a leader, a team player, an artist, an innovator, a salesperson, or something else?
- ✓ **Content:** Select three core qualities that define you and are of importance to the position for which you are applying. Make sure that your resume focuses on skills and accomplishments that reflect these core qualities.
- ✓ **Style:** Start off sentences with action verbs to convey enthusiasm and achievement. Sample verbs include: *Advised, Analyzed, Assisted, Coordinated, Created, Developed, Evaluated, Guided, Handled, Implemented, Increased, Led, Maintained, Managed, Organized, Performed, Planned, Presented, Processed, Researched, Served, Sold, Taught, Trained, Wrote.*
- ✓ **Avoid:** Do not list your own web site if it includes personal information. Never reveal confidential personal data such as social security, driver's license or credit card numbers on a resume.

FEEDBACK allows others to offer ideas for strengthening your resume.

- ✓ **Sources:** Consult Career Services, professors, family, friends, and professionals in your field.
- ✓ **Review:** When you receive feedback, decide if the changes suggested are useful.

ELECTRONIC RESUMES & TECHNOLOGY

- ✓ **E-mail text resumes:** If you copy the text of your resume into the body of an e-mail, use left-hand justified, plain text format. Avoid using tabs, bullets, underlining, bold, and graphics.
- ✓ **E-mail attachment resumes:** If you e-mail your resume as an attachment, use your name in the document title. Some employers will not accept attachments because of the danger of viruses.
- ✓ **Online resumes:** Follow the directions on the Web site where you are submitting a resume; directions for online submissions vary considerably.
- ✓ **Scanned resumes:** Use key word phrases relevant to the position, employer, and career field. Use capitals, bullets and bold for emphasis. Avoid underlining, graphics, and italics.