

CREATE YOUR FIRST RESUME!

What resumes do and don't do...

Resumes are the single most important resource for you to communicate your skills, abilities and background. It's an effective and efficient tool. Ultimately it's a resource used for you to sell your strengths, abilities and qualities to a company for an internship or a job.

If you are writing your very first resume, it is not as scary as all of that. You might be thinking, "what are my skills?" or "I don't have a lot of work experience" or "I don't have any experience in my field". This booklet is for YOU! You will find suggestions for those who don't have any experience and tips for those of you who do.

TIP: Simply sending in your resume will not get you your dream job. Students should consider taking an active, rather than passive, approach to finding an internship or a job. I sometimes cringe at the idea of the word active. An "Active" approach means finding opportunities, learning about the company, molding your resume to that particular company, finding the proper contact, sending your resume, following up with a phone call or following up with an email. Active is good, but too much of a good thing can sometimes be annoying. Remember everything in moderation. A Passive approach would be developing one resume and sending it out with no follow up.

The unwritten resume won't get you the job.

Procrastination will allow someone else to get your internship or job. A resume is a must. Many companies won't even consider a student if they don't submit a cover letter and resume. A trick to get past some resume angst is to free write. Free writing is a trick that professional writers and novelists use when they are in need of ideas. It takes the stress out of writing the perfect sentence on the first try. Allow your resume to evolve after a couple of drafts. No one is keeping score, so take your time.

LET'S GET STARTED:

Sit down with a clean piece of paper and write out the following items. Be sure to leave plenty of room in between each of the points. Once you have a general format down, then we can move into filling in the blanks.

OBJECTIVE:

EDUCATION:

**RELEVANT
CLASSES:**

SKILLS:

**EMPLOYMENT
HISTORY:**

INTERESTS: