

What are Resumes and Why Do I Need One?

A resume is an outline of your accomplishments that contains the strengths, skills, and passion that make you a unique individual. A resume should include accomplishments, experience (both paid and unpaid), skills, education and qualifications. It should also be presented in a nice format in order to catch the eye of the employer. A resume is like your first assignment from your new boss; you want it to stand out and be representative of the work you are capable of doing. There is no perfect resume design that fits everyone, as you will notice in the examples shown on the website. You must decide what to include and which format you are going to use. There are many examples listed here to assist you.

[Check out Optimal Resume for help creating and designing your own!](#)

What Should I Include in My Resume?

Tailor your resume to your chosen job target. Match your skills to those required of the position to which you are applying. If you are interested in more than one field, tailor a resume specifically to each field. Brainstorm ALL experiences. Consider not only jobs, but also internships, volunteer experiences, extracurricular activities, independent studies, and class projects. Accentuate the positive! Highlight your accomplishments and show yourself in the best light. Leave out questionable or negative statements or experiences.

Catch your reader's eye. Most readers will spend only 20-30 seconds for the initial look at your resume. Use bullets, bolding, italics, underlining, capitalization, and indentations to guide their eyes. Use action verbs to communicate your skills. A resume need not tell all. Your resume does not have to list every job you have ever had. Focus your resume by including experiences that are relevant to the job you are seeking. A one page resume is sufficient. The exception is if you have significant relevant career related work experiences. Do not exclude important information for the sake of a one page resume, but make sure that you think about what information is important and relevant.