

CAREER CENTER AT DUKE UNIVERSITY



RESUMES



PURPOSE

- Summarizes your qualifications and experiences.
- Highlights skills and accomplishments.
- Serves as a marketing tool for you.
- Used to persuade an employer or organization to interview you.



GETTING STARTED

■ Self-Assessment

- Know your strengths, accomplishments, goals, etc.
- Know yourself before you try to sell yourself to an employer.

■ Research Careers and Employers

- The best resumes are those that reflect knowledge about your chosen career field.
- Know what employers are looking for and how you might fit into their organization.



COMPONENTS OF A RESUME



CONTACT INFORMATION

- Full Name
- Both Permanent and Present Address (if applicable)
- Complete Phone Number
- Email Address
- Make Yourself as Accessible as Possible
 - Be sure your outgoing answering machine message is appropriate for employers



EDUCATION

- Name of Institution, Location, Degree Received, Major and Expected Date of Graduation
- You'll also want to include:
 - Study Abroad
 - GPA
 - Coursework
 - Honors



RELATED EXPERIENCE

- Related Experience may include:
 - Full-time jobs
 - Part-time jobs
 - Summer jobs or internships
 - Volunteer Work
 - Research Projects
 - Independent Study



RELATED EXPERIENCE

- Job Title, Name of Organization
- City, State, Dates
- Using Action Verbs to Include:
 - Skills Acquired, utilized or enhanced
 - Quantify and qualify information
 - Indicate accomplishments
 - Illustrate promotions and advancements



OTHER TITLE HEADINGS

- Other Title headings may include:
 - Computer Skills
 - Special Skills
 - Activities
 - Honors and Awards
 - Leadership Experience
- You need not limit yourself to these titles.



REFERENCES

- “References Available upon Request” is often found at the bottom of a resume. It is not necessary.
- A better option is to create a separate sheet if the employer asks for references. It should include:
 - Name of Reference
 - Title
 - Address
 - Phone Number
 - Always ask permission of persons serving as references



PUTTING IT TOGETHER

■ Brainstorm

- Start by jotting down every experience you can think of and weed out unnecessary and less relevant information later.

■ Formats

- Pick a format that you like. See more resume samples on the Career Center web site.
- <http://career.studentaffairs.duke.edu/cs-guide.html>

■ Organize

- Put your resume in logical order. Your most related experiences should be listed first.

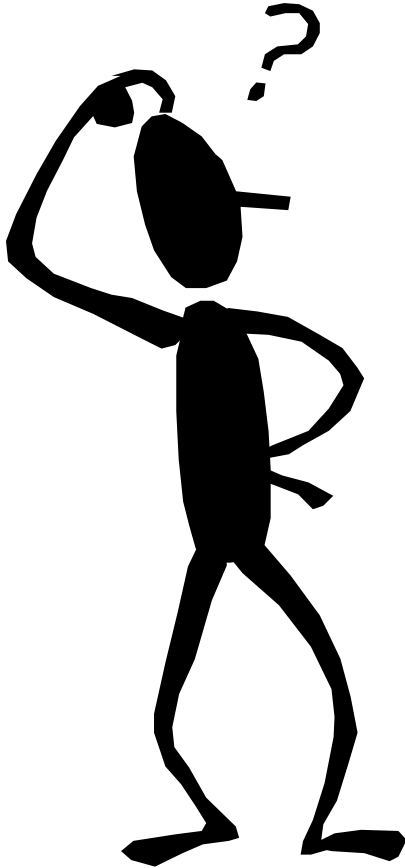


GET FEEDBACK

- The Career Center can work with you one-on-one to provide you with individual attention and advice.
- Call for an appointment 660-1050 or visit us during our daily “drop-in” time.



THINGS TO KEEP IN MIND



- Resumes may only be scanned for 20-30 seconds. Use a format that guides the eye to key words and speaks to the employer's specific needs.
- Errors are fatal
- Use action verbs to give detailed descriptions to your experience.



MORE TIPS

- Be creative.
- Keep it to 1 page.
- Be honest.
- Always update, your resume is never a finished product.
- Use resume paper for both your resume and cover letter when providing a paper copy.

CAREER CENTER AT DUKE UNIVERSITY

110 PAGE BUILDING

660-1050

[HTTP://CAREER.STUDENTAFFAIRS.DUKE.EDU](http://career.studentaffairs.duke.edu)