

## QUICK TIPS

# How to Write a Resume

### { ABOUT RESUMES }

An effective resume carefully incorporates details about your background that will attract the attention of prospective employers. Your resume should highlight your accomplishments, education, experience and/or interests that relate to a particular job/career.

A resume is generally used as a complement to a letter of application. Its main purpose is to convince a potential employer to bring you in for an interview. Resumes are used to screen applicants and determine which candidates have the background that most closely matches an employer's need. Remember resumes are subjective; there are several ways of writing one.

### { RESUME DOS AND DON'TS }

#### Resume Dos

- ◇ Emphasize your achievements and make your resume easy to read by capitalizing, italicizing, bolding, and spacing
- ◇ Maintain even margins (0.5 inch—1 inch all around)
- ◇ Use action verbs to describe work and activities
- ◇ Include your email address at the top and make sure it is professional and appropriate (i.e. eintern@gmail.com)
- ◇ Include a telephone number where you can be reached during the work day
- ◇ List experience and education in reverse chronological order
- ◇ Be sure to mention relevant coursework or volunteer work if you do not have sufficient work experience
- ◇ Look professional; print your resume on high quality white or off-white bond paper
- ◇ Keep your resume to one page unless you have extensive work experience
- ◇ If you include an objective on your resume, make sure that it is specific to the job or field that you are applying (i.e. To secure an internship within the marketing department at AYZ Company)
- ◇ If your resume is too lengthy or wordy, discern which information is most relevant and marketable and omit unnecessary information
- ◇ Have your resume reviewed by Career Services before sending it to potential employers
- ◇ Check the grammar, spelling, and punctuation of every word and phrase on your resume

#### Resume Don'ts

- ◇ Avoid using the pronoun "I"
- ◇ Don't include your social security number, photos, or birthdate
- ◇ Don't include personal information that identifies your marital status, age, race/ethnicity
- ◇ Don't exaggerate your experience

### { WRITING BULLET POINTS }

#### Describe

Before you sit down to write your bullet points, read the job description. Identify the skills and qualities that the employer is looking for.

When writing your bullet points, use the STAR method to develop strong bullet points that demonstrate the skills and qualities you identified in the first step for each of the experiences on your resume.

- **SITUATION:** What was the situation, problem, or conflict you were facing?
- **TASK:** What task(s) did you identify in response to this situation?
- **ACTION:** What action did you take? What did you do to solve this problem?
- **RESULT:** What was the final outcome of your contribution? How did it help the organization /group?

#### Example:

- *Initiated, wrote, and edited the first training manual for company's online tracking system which was adopted across the department and cut training period in half*

**Note: The more descriptive you are, the more an employer can evaluate how you might fit the position.**

#### Quantify

When possible, provide statistics and numbers to demonstrate achievements and quantify results and outcomes. For example, you could write that you supervised a staff, but it is better to quantify that you supervised a staff of 8-12 people. This is also important when describing money.

#### Example:

- Okay: *Organized and managed fundraising efforts to support outreach events*
- Better: *Organized and managed fundraising campaign that raised over \$500 to support outreach events*

### CREATE A RESUME ONLINE THROUGH:

<https://nccu-csm.symplicity.com/students>

SCAN THE QR CODE FOR ADDITIONAL CAREER SERVICES RESOURCES



## CAREER SERVICES

North Carolina Central University | 1801 Fayetteville Street | PO Box 19585 | William Jones Building, Lower Level  
Durham, North Carolina 27707 | (919) 530-6337 | [nccucareerservices@nccu.com](mailto:nccucareerservices@nccu.com)

## COMPONENTS OF A RESUME

### Contact Information

Include your full name, email address, home address, and phone number. Your name should be bolded and in a slightly larger font than the rest of the resume.

### Objective

Objectives tell a potential employer what sort of position you are interested in obtaining. When it comes to objectives, keep it simple and specific.

### Education

List your education in reverse chronological order, with your most recent academic experience first. Include degree and academic major. Determining whether or not to include your GPA is a personal choice. Honors, awards, and relevant coursework may appear after this section.

### Experience

This section may include paid work, volunteer positions, internships, co-ops, and summer jobs. List experiences in reverse chronological order with the most recent experience first. Include job title, name of the employer, city, state, and dates of involvement. It is important that you are specific with these dates; include both the month and year for the start and end dates. Each bullet point should begin with an action verb; an action verb is a strong word that gives the reader a picture of the experience you are describing.

### Extracurricular Activities/Community Service/Volunteer Work

This is an important part of your resume. Employers want to see that you were involved on campus and in your community. If you held a leadership position in a student organization, you acquired skills as valuable as any job or internship. You can list your volunteer or campus involvements just as you would a job or internship.

### Skills

Include any language skills or computer skills you have.

## EFFECTIVE RESUME TIPS

- Quickly capture an employer's interest. Employers typically spend 15-20 seconds reviewing a resume. Resumes tailored to a specific position stand out the most.
- Emphasize and quantify accomplishments rather than just listing responsibilities.
- Use the employer's language and jargon that is particular to the industry or developing trends.
- Incorporate transferable skills. Many skills are important for many positions and employers.

**IN RESUME WRITING, ONE SIZE DOES NOT FIT ALL!**

### Helpful Resources:

www.quintcareers.com  
www.onetonline.org

### Brian P. Davis

Station 37 Box 1922  
Durham, NC 27701  
(919) 555-5555  
[davis@ncu.edu](mailto:davis@ncu.edu)

**OBJECTIVE:** To obtain summer internship with Small Business Development Center

#### EDUCATION

**North Carolina Central University**  
Bachelor in Business Administration  
GPA: 3.1

Durham, NC  
May 2017

#### AWARD/HONORS

- Dean's List, 2015 – 2016
- BB&T Scholarship Recipient, May 2014

#### RELEVANT COURSE WORK

Marketing 101; Computer Science Introduction; Sales & Marketing Strategies

#### EXPERIENCE

**Progressive Micro-Products**  
*Marketing/Sales Intern*

**Durham, NC**  
Summer 2016

- Marketed personal computer hardware and software
- Developed and implement marketing and advertising strategies
- Designed and develop educational and entertainment software for personal computers
- Participated in numerous microcomputer trade shows

#### Grand Auto

*Management Trainee/Salesperson*

**Durham, NC**  
Jan. 2014 – May 2016

- Performed sales work for auto parts store with annual sales exceeding \$35 million
- Sharpened interpersonal skills to work effectively with customers and employees
- Maintained a large store inventory utilizing a computerized inventory system
- Supervised and trained sales personnel

#### Consumers Distribution

*Salesperson*

**Raleigh, NC**  
Fall 2013

- Performed general merchandise sales for large catalog chain store
- Handled cash, performed industry control, and completed clerical tasks

#### SKILLS

- Conversational Spanish
- Proficient in Microsoft Office Suite (MS Word, Excel, Publisher); Social Media: FaceBook, Twitter, Instagram

**Sample Resume**

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