



WRITING RESUMES

CHLOE BROWN

Writing a resume is like writing very practical poetry. In only one page (or longer if you have more than ten years of experience) you want to make a possible employer feel interested in you.

Here are five reminders for writing a resume that sings:

1. **Read the job description.** Write your resume to fit the position you're applying for. How do you meet their desired qualifications?
2. **Sift through all the experiences you've had (jobs, volunteer positions, internships, and school projects) and match them to the job description.** If you're applying for a summer job at a national park, include the native plant restoration projects you've volunteered for. If you're applying for an internship at a publishing house, highlight the final research paper you wrote on the evolution of fonts.
3. **Write! Now that you've selected your most relevant experiences, choose descriptive phrasing to elaborate on each.** What skills did you learn? What helped you to be successful in your work? Remember that you'll have a chance to discuss your experiences more fully in your cover letter. Keep your language clear, short, and simple.
4. **Choose a format that makes your resume easy to read.** Often employers have no time to hunt through your resume to find out what you've done. Try bolding the job titles so it is easy to see what you've done. Pick an attractive, easy-to-read font.
5. **Finally, make your resume stand out!** A beautiful, clean resume, printed on off-white heavy paper, will catch the employer's eye and could help land you the position!

Cover letters give you a chance to show possible employers a bit of your spirit. Explain how you heard about the position, what your qualifications and relevant experiences are, and most importantly, why you want the job. In this letter, you can show off your most desirable qualities, like enthusiasm, dedication, responsibility, or creativity. Don't forget to thank the employer for the opportunity to apply!

You're not alone! If you're struggling with writing your resume or cover letter, there are people on campus to lend a hand. The Career Development Center (near Academic Advising) and the Writing Center (located on the second floor of the Library) offer one-on-one support for students and alumni.