

Graduate Support at the
Center for Teaching and Learning

Building your Résumé



The Purpose

When applying for a position, your Résumé and other application materials are your opportunities to tell the prospective employer about your experience, your skills, and your interest in the position. Today we will discuss the components of effective applications for the U.S. job market.

Discussion Questions

What careers are you interested in?

What challenges do you think you will face?

Do you have any concerns about your résumé?



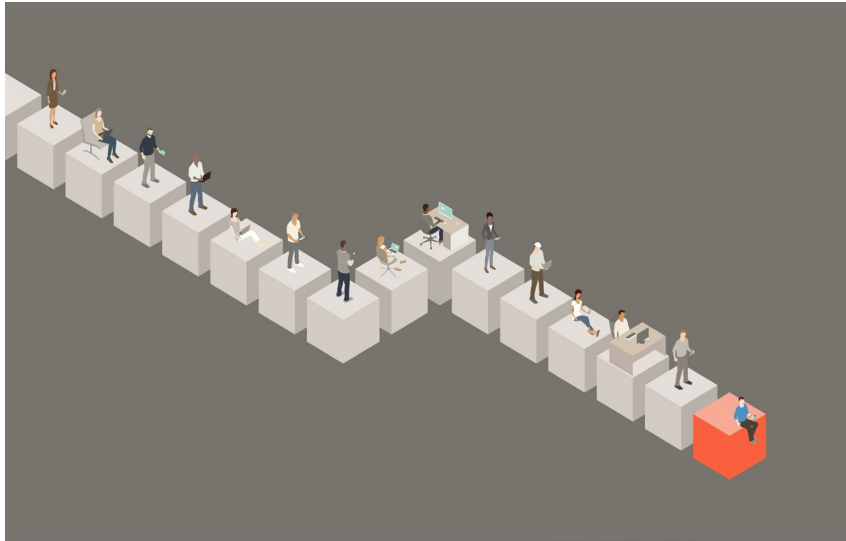
Parts of a Résumé

- 1st: Name and Contact Information
- 2nd: Summary, Profile, or Objective
- 3rd: Main Information
 - Education
 - Work Experience
 - Skills
 - Others (Awards, Volunteering, Certifications, etc.)

Contact Information

- Include your name, phone number, and email--address is also common but not as relevant anymore
- Format this info along the top or in a block off to the side
- Consider the value of including a personal website, your LinkedIn name, and other professional social media links if you have them

Summary or Profile



- This is a short list or brief statement that summarizes your qualifications and interest
- Summaries are short paragraphs, profiles are often bullet point lists
- Objectives are another model but they are no longer popular
- Include key words from job posting where possible

Example Profile vs. Objective

- Profile:
- IT Systems Technician
- Bachelor of Science in Computer Science with an emphasis on computer systems and architecture.
- Strong exposure to **Windows Server 2008/2012, Win7, and Microsoft Office 2010/2013.**
- Working understanding of remote connectivity software (RDP, Citrix, and Cisco VPN), Cisco switches, routers, and TCP/IP networking
- Experience with **Microsoft Active Directory**, administration, creation of user accounts, and Internet email.

- Objective:
- **IT Professional** with 3+ years of experience in **systems management and configuration** at a large telecommunications company. Aiming to use my proven technical, management, and communication skills to effectively fill the position of **Network Engineer** at (name of company). I am looking for a new and challenging workplace.

Main Information

- Experience, Skills, and Education are the primary sections
- Ensure that you have dates, job/degree title, location, and list of achievements/tasks
- A Chronological résumé emphasizes experience;
- Functional résumés can be helpful for new graduates as you can focus on your skills first

Main Information Continued

- Depending on the position, you may include awards, professionalization, volunteer work, certifications, or a related section
- Even when including those sections, keep them brief
- Don't neglect your people skills
- Also can provide a list of references here

Tips for Résumés

- Again, keep the length short, two pages is typical
- Use active prose when describing your experience and skills
- Avoid listing all past materials—a job you left 10+ years ago does not have to be on the Résumé unless it is relevant to the new position



Résumés versus Curricula Vitae (CVs)

- In some countries, the terms are interchangeable, but not in the U.S.
- CVs are generally for academic positions
- CVs can be long and comprehensive; Résumés are short and tailored to the position
- Pay close attention to which one an application requests

Do your Research

- Look over an organization's website for insight into their culture and priorities
- Informational interviews are another way to find useful info
- Some applications require additional materials, such as a questionnaire
- Consider how to translate your experience into the specific industry

Tips and Strategies

- The best materials are concise, well-written, and specific
- Always proofread your materials—little mistakes matter when readers only have a short time
- If the application has key words, try to make sure you reference
- Have multiple versions that you can use for different applications, alongside a master copy

More General Tips

- Keep the font, style, and language professional and clear
- Ensure that you are using a format that accentuates your strengths
- Modify your materials so they align with the application posting
- Avoid providing a photo, health information, or other unrelated info

Style and Template Options



- There is no single template; find one that works for you
- For examples, see sites like ResumeGenius, ResumeGig, and LiveCareer
- They will want you to pay for the templates however—instead use those for inspiration
- Also see UNM Career Services for more tips and formatting advice
- [Resumes & CV :: Office of Career Services | The University of New Mexico \(unm.edu\)](https://resumes&cv.unm.edu)

Chronological Resume Example

LOUIE LOBO

lobo@unm.edu • 505-277-1234

Summary of Qualifications

- Two years of fundraising experience for both student and nonprofit organizations
- Proven success building relationships with current and potential donors
- Excellent written and verbal communication skills with keen attention to detail
- Outstanding follow up skills and experience data-tracking with multiple databases

Education

Bachelor of Arts in Psychology, Minor in Communication
The University of New Mexico (UNM), Albuquerque, NM

May 2021
3.8 GPA

Relevant Coursework: Public Speaking, Nonverbal Communications, Social Psychology, Professional Selling, Interpersonal Communications, Psychology of Money, Organizational Learning, Development, Learning & Memory, Psychology of Motivation

Professional Experience

Big Brothers Big Sisters of Central New Mexico
Volunteer Mentor aka "Big"

Albuquerque, NM
August 2019-Present

- Developed and maintained strong, positive relationships with youth and their caregivers
- Designed and produced digital marketing campaign for outreach to UNM for Mentor 2.0 campaign
- Supported volunteer recruitment and outreach via social media marketing, increasing followers on Facebook, Instagram, and Twitter by 750%
- Maintained consistency, offered encouragement, and role modeled for each "little" while practicing good judgement and enforcing mature boundaries

LoboTHON
Marketing Chair

Albuquerque, NM
2018-2020

- Spearheaded print and social media marketing campaigns for 2018 and 2019 LoboTHON fundraising benefits for UNM Children's Hospital
- Created promotional materials to increase awareness of LoboTHON and attendance at events
- Supervised a team of 7 in execution of tasks and determination of goals as well as ways to meet or beat individual and team goals
- Co-raised over \$150,000 in 2018 and over \$250,000 in 2019, with an attendance increase of 25% from 2018 to 2019

Want more advisement?

If you would like a one-on-one consultation regarding job application materials, career paths, grad school, or anything else, please contact Graduate Support to make an appointment.

Also visit Career Services and make use of their assessments, their job platform Handshake, and their annual career fairs!