

Resumé

Definition of genre

A resumé summarizes your education, work experience, and achievements in one page. It highlights your major accomplishments and skills with the goal of persuading a potential employer to interview you. Your resumé should contain brief, precise descriptions of your activities, responsibilities, and accomplishments, based on your research about the job and organization.

Questions to ask

- Education: what educational opportunities, experiences, and abilities set you apart from other applicants? Do you have linguistic, computer programming, writing, or statistical skills?
- Positions: what positions have you held and where, what responsibilities did they entail, and what were your major accomplishments?
- Skills: what skills have you developed from your jobs, internships, and campus activities?

Actions to take

- Research the company and position.
- Brainstorm all of your experiences first.
- Organize the items under headings. Common headings include education, experience, activities, skills, professional affiliations, and interests.
- Chose headings that help the reader skim efficiently.
- Be concise with your wording.
- Include the most relevant items and omit items that are less related to the job description.
- Give concrete examples and quantitative information (e.g. “increased club fundraising by 25% while Treasurer”).
- Use action verbs. The short guides below include verb lists.
- Proofread carefully.

Helpful links

http://career.studentaffairs.duke.edu/graduate/find_job/apply/resume.html

The Duke Career Center's short guide to resumé writing includes links to sample reumés for nonprofit, government, industry, and business-oriented jobs.

<http://chronicle.com/jobs/2004/12/2004121701c.htm>

The *Chronicle of Higher Education* explains the difference between resumé and CVs.

<http://owl.english.purdue.edu/workshops/hypertext/ResumeW/>

Purdue University's Online Writing Lab provides a detailed guide to resumé writing.