

## Current Literature

Creating a resume is a vital first step in launching your career. Your resume is the primary vehicle for introducing yourself to an employer and you only have a few seconds to snag their attention.

To prepare a resume you need to know how to highlight and present your achievements, experiences and accomplishments on one, well-written, well-formatted page.

What do you include in your resume?

- Contact information
- Objective
- Education
- Activities & Awards
- Experience (full-time, part-time, internships, co-ops, volunteer work)
- Skills & Languages

What do you NOT include in your resume?

- Position overviews or summaries simply copied/pasted from your "official" job description
- Personal information
- Long paragraphs
- Meaningless objectives
- Pictures
- Every job you have ever had

## EMPLOYERS SAY...

"It takes me about 30 seconds to scan a resume and make a decision."

"I scan to determine your education, skills and abilities, accomplishments and experiences that will be of value to the organization."

"Resumes are a great way to screen applicants and determine who to interview."

"I can develop interview questions based on the information on your resume."

"Even though you lack specific relevant experience in the field, employers will use your resume to determine if you possess attributes that will be transferred to the workplace."

"I look for student organization involvement, leadership, volunteer experience, part-time summer jobs and internships as well as special projects you have completed."

"If you get too crazy with your resume format, employers are not going to know where to look for what they need."

"Unprofessional sounding email addresses should certainly be avoided, as should those that are long or difficult to spell."

"A resume is not a job description, it is a tickler to get the reader to want to call you...For most college hires, one page is plenty of room to convey the information employers would need to know."

"I encourage job seekers to list involvement in professional organizations because it makes you look passionate about your career."

## FOX SIGNATURE RESUME

As you may know, there are a variety of resume templates and formats that exist. Although there is no one format that will work equally for everyone, CSPD recommends using the Fox Signature resume template. This format allows you to describe your achievements, contributions and responsibilities in context of growth at the Fox School. Read below to learn more about how you can create your Fox Signature Resume.

## HELPFUL RESOURCES

Come to a **CSPD Resume Development Workshop** where you will learn about the Fox School signature resume and how to transfer your individual skills to a business context. After you have completed the workshop, stop by CSPD during walk-in hours to have a staff member review your resume and offer helpful tips.

Visit the CSPD website for additional resume tips at [www.sbm.temple.edu/cspd](http://www.sbm.temple.edu/cspd)

Add the Fox Center for Student Professional Development to your Blackboard Organizations.

## Quick Tips

### DO...

- Have a simple organized, balanced resume format.
- Have 1 inch margins on all sides.
- Check for consistency-indentation, capitalization, font style, spacing.
- Write out months rather than abbreviate.
- Try to emphasize “accomplishments” instead of basic job “responsibilities.” Do quantify those accomplishments when possible.
- Use high quality bond paper in white, ivory or light grey.
- Keep it to one page.
- Create an electronic version of your resume (ASCII, RTF or PDF) when sending to an email address or on-line database.
- Try sending the resume to yourself first, rather than assuming it will transmit properly to an employer.

### DON'T...

- Use meaningless words or phrases such as “seeking a challenging position” or “working with people.”
- Exaggerate your experience.
- Round up your GPA.

## CSPD Overview

The Center for Student Professional Development (CSPD) is a comprehensive Fox School of Business resource focused on preparing you for entry into the professional business environment.

Besides academic preparation, “professional development” is an important component of your university experience. Because of that, the Fox School of Business has integrated professional development into the multi-year curriculum.

As an undergraduate business major at the Fox School, you have access to the services and resources of CSPD. Your utilization of CSPD is an investment in your professional development that will ensure you develop the requisite skills to locate meaningful internships, co-ops and permanent jobs.



### Center for Student Professional Development

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## Center for Student Professional Development

### On-the-Go Series

# RESUME DEVELOPMENT

