

RESUME WRITING

A resume helps you market yourself to employers and, more importantly, obtain interviews. It should be both thorough and concise, and it should highlight your education, experience, skills, and accomplishments in order to distinguish you from other applicants and to attract an employer's attention. While your resume might not be solely responsible for securing a job or internship, it's an essential component of your search process.

The most important aspect of your resume is content: it must contain relevant information that gives an employer a clear sense of who you are as a student, an individual and a potential employee. A close second priority is appearance: a resume must look professional, since it's the first impression an employer will have of you. It must have no spelling, grammatical or typographical errors, and it should be organized in a highly legible and visually appealing format.

You may format your resume with a template (see templates below). However, templates can be difficult to use; they may not give you the flexibility you need in terms of space, layout, design and creativity. As an alternative, simply create your resume as a Word document.

Resume Templates (MS Word Format)

- [Pointers for editing Resume Templates](#)
- [Resume 1](#)
- [Resume 2](#)
- [Action Verbs](#)

Sample Resumes

- [Jon Williams sample resume](#)
- [Robert Campbell sample resume](#)

| Arts & Sciences | Business | Engineering | Nursing | Grad Student |
|---------------------------------|-----------------------------------------------|----------------------------|-------------------------|-----------------------|
| Chemistry | Business | Civil | Nursing | MBA 1 |
| Education | Info & Decision Science | Electrical | | MBA 2 |
| Meteorology | Marketing & Communication | Mechanical | | |
| Social Sciences | Marketing | | | |

A final pointer: if you're submitting a hard copy of your resume, print it on high quality, woven bond resume paper. You can buy inexpensive packets of resume paper at the University Book store and local office and discount stores.

For assistance with your resume you can choice from these options:

- Career Center - Valparaiso University
- Drop off your resume at the Career Center or email it to career.center@valpo.edu. A staff member will review it within 1-2 business days, and then contact you when it's finished.
 - Schedule an appointment with a Career Center staff member
 - Stop into the Career Center to meet with a staff member during Open Critiquing Hours—every Thursday between 3 and 5 pm

For more detailed information about resumes, including samples of resumes by major, stop by the Career Center and pick up a Career Guide to Resumes or consult our Career Library resources on the topic.

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