
Resume Book Guidelines

Due Date for Final Resumes: Friday, November 13, 2009

The Bryan Graduate Career Services & Internship Programs Office will be developing a Resume Book during the fall 2009 semester. The Resume Book will be sent to businesses and organizations that the Bryan School has a relationship with. Bryan MBA, MSITM, and certificate programs students who are seeking full-time employment or internships during spring 2010 and/or summer 2010 are welcome to include their resume in the book. **Resumes must be approved by our office in order to be included in the Resume Book.**

Due Date: Final resumes (Word version) are due on November 13, 2009. Resumes should be submitted to Darlene Broadhurst via e-mail (debroadh@uncg.edu) with the subject line: "Final resume for Resume Book." **Please be sure your final resume is submitted via e-mail with that subject line. Final resumes submitted after November 13th will not be included in the Resume Book.**

Please meet with Darlene as many times as needed prior to that date to discuss and get feedback on your resume. To schedule meetings with Darlene, please call Diana Brandt at 334-9815. **At least one in person meeting is required with Darlene if you want to include your resume in the Resume Book.**

Please plan ahead and start working on your resume early. However, to ensure that your resume is as up-to-date as possible, please submit your final resume on November 13th or sometime that week (as opposed to earlier in the fall semester). If you have questions, contact Darlene at 256-0390 or debroadh@uncg.edu.

Important Information to Review Before Submitting Your Resume

BEFORE meeting with Darlene to discuss your resume, please review your resume and check for the following:

- Is your resume up-to-date with current education, employment (including internships and graduate assistantships), & contact information, relevant professional and leadership activities, relevant courses and/or projects, relevant honors & awards (from education and/or work), study abroad information, foreign language & relevant computer skills, etc.?
 - High school information should be removed.
 - Additional relevant training, certification, licenses, etc. can be included.
 - Remember that you may not need to include every job on your resume. It may depend on how much experience you have and relevancy of the jobs to your current career interests. Jobs done in high school are usually not relevant.
 - Include skill level for language (fluent, advanced, intermediate, conversational, beginner) and computer skills (expert, advanced, intermediate, beginner). May not need to include for all computer skills, but especially those where you are advanced.

- Is your resume formatted well – neat, organized, and easy to read?
 - Should not be too crowded.
 - Margins should be even on all sides (.5"-1").
 - Content should be lined up correctly and consistently.
 - Recommend lining up employment dates and graduation dates along the right margin.

- Headings may be centered or lined up along the left margin. Headings can be in all caps.
 - Spacing between sections should be appropriate and consistent (one line of space to separate jobs, heading sections, etc.).
 - A one page resume is recommended for most students. Two pages are accepted if you have relevant content for two pages. If your resume is just a little over one page, make appropriate adjustments to spacing, font size, margins, content, etc. to scale it back to one page.
 - If you have a two page resume, include your name and page number as a header on the second page only. Recommend the top right corner. Font style should be the same as the rest of your resume. Font size can be 10-11pt. May use bold or italics.
 - Font style should be consistent and easy to read (suggest using Times New Roman or Arial).
 - Font size for content should be 11-12pt. Font size of headings can be a point or two larger than the rest of the content. Your name should be a larger font size (16-22pt.) so it stands out.
 - Bold and italics should be used (and not overused) appropriately. Recommend bolding your name; headings; degrees, majors, & concentrations (if relevant); job titles, and leadership roles.
 - Recommend centering all of your contact information at the top of your resume.
 - Contact information should not be listed in a header.
 - Use punctuation consistently throughout your resume. For example, either use punctuation at the end of all statements or don't use it – not both.
- Have you removed your resume from a template format? Templates are not recommended. Also, do not recommend using tables. Tables and templates make it more difficult to change the format and content of your resume.
- Have you checked and double-checked spelling and grammar? There should be no spelling or grammatical errors on your resume.
 - Use appropriate verb tense throughout your resume. Use past tense for activities you're no longer doing and present tense for activities you're currently doing. Should usually be consistent within each job description.
- Have you checked for any typographical errors (extra spaces between words, wrong punctuation, etc.)?
- Have you deleted any personal information like marital status, birth date, a photo, etc.? Only your name, address, phone number, and e-mail address should be included on your resume.
- Is your resume tailored to the type of position/career field/industry that you're interested in?
- Have you included an objective section (or summary of qualifications section) that states the type of position you're seeking (internship/full-time), when you're seeking it (spring/summer), and your area(s) of interest?
- Have you highlighted your key selling points (skills, experience, knowledge, qualities, etc.) in your objective section or summary of qualifications section?
 - Avoid using generic phrases like "good communication skills." Instead talk about the ways in which you're a good communicator and how these skills have been demonstrated.
- Are the necessary details listed for your education?
 - Should include name of institution, location (city, state, and country if outside the U.S.), degree, major, concentration, GPA (if above a 3.0), and graduation (or expected graduation) date (month/year).

- Institution names should be spelled out, not abbreviated. UNCG should be listed as: The University of North Carolina at Greensboro.
 - Joseph M. Bryan School of Business and Economics (or Bryan School of Business and Economics) can be included, but it's not required.
 - Education honors and awards may be included in this section.
 - Related coursework and class projects may be included in this section (or may be under a separate heading if there are 2 or more projects that you want to mention in more detail).
 - Study abroad may be included in this section.
 - International students who participated in Interlink can list the experience as part of the education section.
- Are the necessary details listed for your jobs?
 - Should include company name, location (city, state, and country if outside the U.S.), job title, and employment dates, as well as description for your responsibilities and accomplishments.
 - Employment dates should only include month and year for start and end dates (May 2008-June 2009). Do not include specific dates like May 13, 2008-June 30, 2009.
 - If still employed with a certain company, list "present" instead of an end date. For example, May 13, 2008-Present.
- Is your work experience information skill and accomplishment focused instead of duty focused?
 - Remove phrases like "Responsibilities included..." and "Duties included..." Instead begin phrases with action words.
 - Focus on how you were successful in the role, how you added value, etc., rather than focusing on the day-to-day duties. For example, if you work in a customer service role, don't just put on your resume, "Performed excellent customer service." Instead, talk about how you were successful in performing the customer service aspects of the job, who you assisted, and how it made a difference.
 - Quantify results/accomplishments when appropriate.
 - Should not be in complete sentence format.
 - Use key words and transferable skills when describing your responsibilities.
 - Recommend using bullets (or a combination of a brief paragraph followed by bullets) when describing your responsibilities. List the most relevant bullets first.
- Is your work experience section organized in the best way possible? For example, if you have a number of positions but want to highlight your most relevant positions first, have you separated your experience into two headings – Related Experience (or Related Professional Experience, or Marketing Experience, or Finance Experience, etc.) and Additional Experience?
- Is all of your information listed within each section (education, experience, activities, etc.) listed from most to least recent?
- Have you removed personal pronouns from your resume (I, my, and me)?
- Have you removed irrelevant information, such as very general hobbies like reading, music, etc.?
- Are you using abbreviations on your resume? If so, are they well known? If not, spell them out.
 - Master of Business Administration can be abbreviated as MBA.
 - Bachelor of Arts and Bachelor of Science can be abbreviated as B.A. and B.S.
 - Master of Science in Information Technology and Management can be abbreviated as M.S. in Information Technology and Management
 - If you want to spell out degrees, that's fine. However degrees are listed, do it consistently for all degrees (use abbreviations or spell them out).

- Does the content of your resume highlight your strengths and the value you bring to the job?
- Does your resume include any of the following? If so, please delete. They're not needed.
 - The phrase "References Available Upon Request."
 - The word "Resume."
 - Salary information from current/past jobs.
 - Page number on the first page.
 - GMAT or TOEFL score.
 - Graphics.

Additional Information on Resume Headings

Headings may include:

Contact Information

- Name, address, cell phone, home phone, e-mail, and possibly URL.
- Include current contact information and permanent contact information, if appropriate.

Objective or Summary

- What do I want to do and what do I have to offer? *Focus on what you can contribute to the employer rather than what you hope to gain.*
- What strengths am I seeking to use?
- If you omit an objective on your resume, address it in a cover letter.

Professional Summary/Highlights of Qualifications/Summary of Qualifications

- Highlights of key strengths, experiences, accomplishments, credentials, personal characteristics, etc. that support your career goal.
- This is optional – may depend on the position and amount of experience.

Education

- Include institution, location, graduation date (month & year OR year only), degree, major/minor/concentration, and overall/major GPA (if above a 3.0). In most cases, only list institutions where you earned or will be earning a degree.
- Relevant coursework, class projects, certifications or training, and study abroad can be listed under Education or as separate headings.
- If appropriate, can add a statement like, "Financed XX% of college expenses working XX hours per week," or "Worked XX hours per week while enrolled full-time."

Experience

- Include company/organization, location, job title, and dates for each experience.
- Internship, work (part-time/full-time), paid/unpaid work, volunteer, special projects.
- Can be broken up into different categories, such as Related Experience, Selected Work Experience, Professional Experience, Accounting/Sales/Marketing/Finance/Human Resources Experience, Additional Employment, Internships, Related Projects, etc.
- Emphasize accomplishments, contributions, results, benefits, etc.
- Quantify information, if appropriate (#'s, %'s, \$'s).
- Develop list of job descriptors in order of relevance to the position.

Skills

- Computer, technical, language, or other skills related to the position or career field.
- List skill level such as beginner, working knowledge, fluent, etc.

- ***This should not be the only section where skills are listed. Your related skills should be “scattered” throughout your resume, when appropriate. This can be discussed with a Career Counselor.***

Leadership

- Include organization, location, positions held, committee assignments, events organized, dates of involvement, etc.

Community Service/Volunteer Experience

- Include organization, location, dates, and possibly your contribution or role.

Other Headings:

- Honors/Awards/Achievements
- Professional Affiliations/Associations
- Publications
- Presentations
- Training
- Certifications

Please visit the Bryan Graduate Career Services & Internship Programs web site (under the Job Search link and Resumes link) for a list of sample resumes and other online resources that provide resume information and samples: <http://www.uncg.edu/bae/gcs>.