

## Your Resume

Your resume is your extended "calling card" used to briefly describe your career goals, qualifications and your experience. A good resume is usually the first step to getting the internship or job you want. Here are a couple sites I found within a couple of minutes on Google:

<http://jobstar.org/tools/resume/index.php>

<http://www.job-hunt.org/resume.shtml>

Texas State Career Services offers this advice about resumes:

<http://www.careerservices.txstate.edu/Students/Resume.html>

### **The Resume**

A resume helps you formulate a clear picture of your career goals and competencies. An effective resume markets your skills rather than simply listing responsibilities, with the goal of securing an interview. Your resume has to make the employer ask you the kinds of questions you'd like to be asked. A resume is generally mailed to a prospective employer along with a cover letter. It may be sent either to apply for a job which is currently open or to be kept on file in case a job does open. Sometimes a resume is hand-carried to a prospective employer at the time of an interview. No two resumes are exactly alike, but the following guidelines can help you create an effective resume for yourself.

#### **Identifying Information**

List name, address, and phone number (with area code) where you can be reached during the day. List two phone numbers if no answering machine is available at the first number. Also, list a permanent address and telephone number so that an employer can reach you when you leave Texas State.

#### **Career Objective**

Prepare a brief, clearly-defined statement indicating the type of work you are seeking, the field or position in which you are interested and what you have to contribute to an organization (skills or strengths).

Develop a focus to target your degree to specific employers and positions. Two or three different resumes may be needed. Your career objective represents the theme of your resume, with the remaining information supporting your goal.

#### **Education**

List your graduation date, followed by your major, degree, and institution attended.

#### **Experience**

Give the names and locations of organizations for whom you worked, full and part-time, in reverse chronological order. List position, title and dates you were employed.

State the positive aspects of your work, i.e., accomplishments and job growth, and how they relate to the position you are seeking. Quantify with numbers when possible. Use action verbs (refer to list).

#### **Honors and Accomplishments**

If you helped defray college costs consider indicating what percentage of your education you paid for (see sample resume).

List offices, committees, responsibilities and results of projects and activities. This illustrates leadership qualities and how you spend your time. Significant offices held should be listed first. Include memberships, speeches, and publications related to your profession.

#### **Optional Areas**

If you have additional experience that supports your objective, it may be presented under interests. This information allows the employer to see the whole person.

#### **References**

You may indicate "References available upon request."

## List of Action Verbs - use to describe your skills and experience.

accelerated	evaluated	planned
accomplished	expanded	promoted
achieved	expedited	proposed
adapted	facilitated	provided
administered	found	recommended
analyzed	generated	reduced
approved	guided	researched
building	improved	resulted in
built	increased	reviewed
coordinated	influenced	revised
conceived	interpreted	selected
conducted	initiated	solved
completed	instructed	stimulated
controlled	maintained	structured
created	managed	supervised
delegated	mastered	tested
developed	motivated	trained
demonstrated	negotiated	translated
designed	operated	traveled
directed	organized	updated
effected	originated	utilized
eliminated	participated	won

### Cover Letters Source - (<http://www.career.vt.edu/JOBSEARC/coversamples.htm>)

It's a good idea to send a cover letter along with your resume. Here are some ideas.

#### **Explain why you are sending a resume.**

Don't send a resume without a cover letter. Don't make the reader guess what you are asking for; be specific: Do you want a summer internship opportunity, or a permanent position at graduation; are you inquiring about future employment possibilities?

**Tell specifically how you learned about the position or the organization** — a flyer posted in your department, a web site, a family friend who works at the organization. It is appropriate to mention the name of someone who suggested that you write.

#### **Convince the reader to look at your resume.**

The cover letter will be seen first.

Therefore, it must be very well written and targeted to that employer.

**Call attention to elements of your background** — education, leadership, experience — that are relevant to a position you are seeking. Be as specific as possible, using examples.

**Reflect your attitude**, personality, motivation, enthusiasm, and communication skills.

**Provide or refer to any information specifically requested** in a job advertisement that might not be covered in your resume, such as availability date, or reference to an attached writing sample.

#### **Indicate what you will do to follow-up.**

• **In a letter of application** — applying for an advertised opening — applicants often say something like "I look forward to hearing from you." However, if you have further contact info (e.g. phone number) and if the employer hasn't said "no phone calls," it's better to take the initiative to follow-up, saying something like, "I will contact you in the next two weeks to see if you require any additional information regarding my qualifications."

• **In a letter of inquiry** — asking about the possibility of an opening — don't assume the employer will contact you. You should say something like, "I will contact you in two weeks to learn more about upcoming employment opportunities with (name of organization)." Then mark your calendar to make the call.

## EXAMPLE ONLY

Joe Geography Student  
Texas State University  
Department of Geography  
(512) 245-XXXX

E-mail: [GEOSTUDENT@TXSTATE.EDU](mailto:GEOSTUDENT@TXSTATE.EDU)

### Career Goal

To work to insure that the water in the streams and lakes of Texas is managed for maximum efficient use and maximum quality.

### Education

- Bachelor of Science degree, Major in Water Studies, Minor in Biology, with additional coursework in chemistry and geology.
- Graduated Summa Cum Laude from Southwest Texas State University 2009.
- Multiple mentions on the Dean's List.

### Skills

- Report Writing
- Data collection and statistical analysis
- Water sampling techniques
- Laboratory techniques
- Internet Research
- Cartography and Geographic Information Systems (GIS)
- Management, organization and interpersonal communication skills

### Experience

- "River-Ranger," water-quality monitor, Texas Watch Program (Spring 2006 - present).
- Job Shadowed with the City of Austin, Watershed Protection Division (December 2006).
- Job Shadowed with the Edwards Aquifer Research and Data Center (Lab Tech) (December 2007).
- Interned with the Lower Colorado River Authority (Summer 2007).
- Interned with Texas Parks and Wildlife at Aquarena Center, San Marcos (Summer 2008).

### Activities and Accomplishments

- Member and Officer - student chapter of the National Association of Environmental Professionals (Fall 2007 - present).
- Member and Officer - Texas State Aquatic Biology Club (Fall 2007 - present).
- Presented paper: "Blanco River Water Quality Assessment at Dudley Johnson Park, Hays County Texas" at "Flows for the Future" conference, April, 2008.

### References

- Available upon request.