

Strategies for Building a Resumé

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- 1) The heading should include your name, address (where you want mail sent), phone, and e-mail. You should have no other personal information such as age, sex, religion, physical conditions, etc.
- 2) No mention should be made of anything done prior to entering college – sadly all those wonderful accomplishments from high school are ancient history. Everyone wants to see what you have accomplished during your college career---when was the last time anyone asked you your SAT scores?
- 3) List all items in chronological order with the most recent awards, activities, service events first followed by earlier accomplishments/involvement
- 4) Do not use abbreviations; example, “Secretary - H.S.A.” vs. “Secretary – Honors Student Association”.
- 5) Give brief explanations for unknown awards/organizations; example, for the “Mynn White Award” you would add, “top scholarship given to rising junior for outstanding scholarship, leadership, and service to the Honors College” and for *Omicron Delta Kappa*, you would add, “University’s most prestigious National Honor Society for scholarship, leadership, and service by juniors/seniors).
- 6) All major headings should follow a consistent form. Use the following headings:
 - A) **Education** (Degree major(s) & minor(s), GPA, Honors College, West Chester University – date of anticipated graduation). Eventually you will add Latin Honors here as well.
 - B) **Awards** (Scholarships – include what they were awarded for, Dean’s List Placements, invited membership in any Greek Honor Societies, any special prizes/recognition for academics, leadership, and/or service;
 - C) **Scholarly Activities and Affiliations** (any type of presentations, papers presented, memberships in professional organizations);
 - D) **Co-Curricular Activities** (list any positions of leadership)
 1. *School*
 2. *Community*
 - E) **Employment** (highlight skills sets that would be attractive to reviewers – for example rather than say “worked at Burger King”, consider “sales associate: duties include customer service, inventory, and employee training;
 - F) **Special Skills** (indicate proficiency in a second language, any special equipment/technology specializations, any certifications that may not be linked to professional areas indicated above; for example, CPR certification, background clearance documentation).
- 7) Have another pair of trusted eyes check/edit your work---including spelling!