



DALLAS BAPTIST UNIVERSITY

General Résumé Development

A résumé should be an outline of what you want a potential employer to bring up in an interview. Be sure to include experience pertinent to the job for which you are applying. Most employers take only 20 to 30 seconds to review a résumé, so it is important to submit a clear and concise representation of yourself.

Many different formats and methods exist for creating résumés, and this handout is a streamlined version of some of the most popular styles. After writing a résumé, ask someone to read it. Time that person for 20 seconds and then ask the reader what he or she learned about you from the résumé. If the reader learned everything that you wanted known, then you have a successful résumé. If not, you may need to make adjustments.

Basics - Technical

1. Use 8 ½ x 11 in. standard paper only. Use formal paper: a beige or pastel tone is good.
2. Page margins: ½ or ¾ inch on all sides.
3. Font: Keep it professional! Use a simple font such as Times New Roman or Arial, which should be 10 pt. or 12 pt. Headings may be the same size or larger. Your name should always be larger than anything else, about **16** pt., and can be a different, bolder font, but not too fancy or difficult to read.
4. Headings: Capitalize, bold, underline, or make them larger than the normal text.
5. The optimal résumé is one page in length. Some employers will throw away any résumé longer than that, especially early in a person's career when he or she does not have decades of experience. Try to keep it to one page by adjusting font size, margins, and other aspects.
6. One may double or triple space the text if necessary to create visual appeal or fill the page.

Basics – Content

1. Name, address, phone number, email
2. Education history – Degree, university, years, GPA (only if a 4.0 or better)
3. Work history/Relevant Experience – Jobs, volunteer activity, and course work relevant to the job.
4. Additional Experience – This section will include jobs and experiences that are not directly relevant to the job for which one is applying.
5. Awards, community service, foreign languages, professional organization memberships
6. The words "References provided upon request"
7. Simple bullets and accents for visual appeal.

What not to include

1. Why you hated your last job or boss. It gives the appearance that one is ungrateful and a difficult employee.
2. Age, weight, gender, height, marital status, religious affiliation (unless relevant)
3. Photograph
4. Health status
5. References (Do not give out another person's personal information haphazardly. Wait for serious inquiries from potential employers, and make sure to ask permission from references before giving out their names.)

Résumé Outline

Options exist for outlining one's résumé:

1. Many companies prefer résumés to be sorted from **most relevant to least relevant**. Put the jobs and experiences that will most help with the new job under "Relevant Experience." If all are equally relevant, use Chronological style (see below).
2. **Chronological style** is the format in which you list your educational and work history from the most recent to the earliest. (Note: Unless you do not have other work experience, it is not necessary to list jobs from before you turned 18.) This style is helpful if you have various jobs that are not more or less relevant to the job for which you are applying. The following explanation will follow the Chronological style.

Name

Believe it or not, this is the most important aspect of a résumé because it is the first item that an employer will see. This means that the presentation of the name must be memorable and pleasing to the eye. It does not hurt to include a middle initial. The name should be centered on the first line of the first page. It should be the biggest item of the résumé.

Contact Information

This information should be in one line centered under the name, and each piece of information should be separated by bullet points or squares. Include street address, city, state, zip code, phone number with area code, and email address. If you have them, include fax and cell numbers. Here is an example:

Joseph D. Smith

DBU Box 1000, 3000 Mountain Creek Pkwy ▪ Dallas, TX, 75211 ▪ (214) 333-5474 ▪ joesmith@yahoo.com

Job Objective (Optional)

This is the section of the résumé where you identify what position you are seeking. If there is no specific position, make a general statement of your skills, experience, and career desires. The objective does not have to be a complete sentence; it can be a simple verb phrase or noun phrase. **(Most employers do not want this on a résumé, especially if one is submitting the résumé for a specific position.)**

Education

The Education section lists educational experience from the most recently achieved degree to a high school diploma or GED. Depending on how much space there is, a high school or GED information is optional if you have earned a college degree. For each entry:

- List the School/College/University name (e.g. Dallas Baptist University)
- School's location (e.g. Dallas, TX)
- The degree and the date it was received. If you are in the process of working on it, use the date you anticipate graduating followed by: (Scheduled) or (Anticipated)
- Major and minor
- GPA: Only use this if it is exceptionally high (4.0 or higher)
- Academic honors can go in the "Awards" section; do not list them here.

Ex:

Education

Dallas Baptist University, Dallas, TX
B.A. in English, Minor in Communication

August 2011-December 2014 (Anticipated)
GPA: 4.0

Relevant Experience

In this section, you should list your jobs, classwork, and volunteer activities by most relevant to least relevant, or chronologically. If you have experience in the field, listing by relevance is desired; otherwise, chronological is acceptable. Depending on the length and extent of your employment history, you may have to limit your employment listings to the last ten or twenty years, or to jobs most relevant. For each entry:

- List job title in italics.
- On the far right side (use tab and the spacebar to line it up all the way on the right), list the time period (e.g. October 2010–present; October 2010– May 2013)
- On the next line, list the company name (not in italics) underneath the job title.
- On the far right underneath the time period, list the location of the job (e.g. Dallas, TX)
- In bullet points underneath, list two to four of the main responsibilities and accomplishments. These can be phrases, and start with strong “action verbs” (e.g. Communicated, initiated, developed). See the “Action Verbs” handout for more suggestions. For example:

Ex:

Writing Consultant.

Dallas Baptist University Writing Center

August 2011-Present

Dallas, TX

- Consult students in writing concepts including grammar, formatting, organization, topic/thesis, and support/details
- Address classes and professors one-on-one and in speeches about the Writing Center’s services
- Devise posts for Twitter and Facebook

Skills

List any skills or proficiencies possessed that would be relevant to the job. For example, write “Proficient in Microsoft Word, Publisher, PowerPoint, Excel, Outlook, Facebook, Twitter...” or any other skills in programs, social media, etc. that are relevant to the job.

Awards and Honors

List professional organization memberships, publications, and community awards received. Be very brief. This section can also be called “Personal Information,” and can list foreign languages you speak fluently, if that information does not fit elsewhere on the résumé.

References

Under the last section, write the words “References provided upon request.”