

Resume Writing Introduction

Hiring managers spend less than three minutes reading the average resume. Thus, your resume must present an outline of your skills, experience and strengths to capture the hiring manager's attention and interest, and to give you the opportunity for an interview.

The resume is a summary of your career objective, education, experience and work history. The purpose of the resume is to tell the employer what relevant skills you will bring to the job, and to emphasize your strengths to coincide with the employer's needs.

Resume writing is a **process** in which you must be the active participant. Spending time now learning how to write your resume will have rewards in later years when you are job or career changing, or looking for advancement.

The structure of your resume should include:

	<p style="text-align: center;">YOUR FULL NAME Your address Your phone number Your e-mail</p>
JOB OBJECTIVE	This statement should represent a specific job within a specific industry that you are interested in obtaining. Examples are "To obtain a position as a medical receptionist in a hospital setting" or "A full-time administrative assistant position in a sales and marketing department".
EDUCATION	Name, city and state of institution, Degrees and/or certificates received, or Number of hours completed and/or anticipated graduated
EXPERIENCE	This can include full, part-time or volunteer work. You will include your job title, the employer name and location, the dates worked, and a short description of your responsibilities and duties. List your experience in reverse, chronological order. The description of your duties and responsibilities should be a short and precise phrase that begins with an action verb and is in a verb tense that is relative to whether you are currently holding the job or the employment is in the past. Other headings used for this section on your resume may be "WORK EXPERIENCE, RELATED WORK EXPERIENCE, WORK HISTORY, etc.
ACTIVITIES	Use this section to tell the employer other things about you that may help with your application including leadership roles you have held, clubs you have belonged to, etc. Other headings for this section may include "AWARDS", "HONORS", "INTERESTS", or a combination of these headings.