



PRESBYTERIAN COLLEGE

Office of Career Services and Internships

Your Resume

Your resume is an advertisement for you. Its only purpose is to get you an interview. It is a summary of your personal and academic qualifications, your work experiences and your co-curricular activities. Organization of your information is critical. A resume serves to introduce you to prospective employers.

In preparing your resume, ask yourself: What makes the best statement about who I am and what I can do?"

There is no "right" or "wrong" way to prepare a resume. Most resumes from college graduates follow a chronological format with most recent experience listed first.

- Choose any format you like, but the following guidelines should be observed:
 - The length of the resume should not exceed one page.
 - A resume should be produced through a high-quality process. Computer generated and laser printed is ideal. Dot matrix print is not acceptable.
 - Be certain that your resume is error free. Ask a least two people, whose opinions you respect, to critique and proof it for you.
 - The resume should be uncluttered, neatly blocked, and organized. It is advisable not to use abbreviations.
 - Always use a good quality bond stationary. The accepted size is 8 ½ X 11 inches. Duplication on subtly colored paper (light gray or ivory) can add uniqueness. Matching envelopes and stationary for cover letters and other correspondence with employers add professionalism to your "presentation package."

- Categories of the Resume: The following is a suggested outline
 - Name and contact information
 - Both Campus and Permanent address are acceptable to include
 - Depending on the time of year, list one phone number versus two
 - Education
 - Can include Study Abroad under education or under experience
 - Experience
 - Work, Internship, Volunteer
 - Activities
 - Honors and Awards
 - Skills

- A Resume Checklist:
 - ✓ Is it neatly typed and checked for accurate spelling and grammar?
 - ✓ Is it well-spaced -- not cramped or crowded?
 - ✓ Is the sequence easy to follow and does it make sense?
 - ✓ Are address and telephone numbers current?
 - ✓ Have you included your zip code and area code?
 - ✓ Has it been proofed by at least two people whose opinions you value?