The Five C's of Resume Writing

A resume summarizes your experiences and highlights your skills and qualifications for a job or internship.

Customize your resume to fit the type of position you're applying for, adjusting it to show you're an ideal candidate for each unique role you apply to. You can customize your resume by...

- ✔ Including similar wording or phrases from the position description or employer website in your descriptions
- ✔ Focusing descriptions of your experiences on relevant projects or responsibilities, relevant transferrable skills, and special accomplishments or contributions; avoid basic, duty-oriented descriptions (e.g. "Served food")
- ✔ Adding details and quantifying where possible to make bullet points as descriptive as possible (e.g. "Trained 20+ employees over a two-year period")
- ✔ Organizing your resume so the most relevant sections are featured at the top of the page
- ✔ Grouping experiences and naming resume sections in a way that will draw the reader's attention (*Sales Experience* for sales resumes, *Healthcare Experience* for healthcare resumes, *Technical Skills* for IT resumes, etc.)

Employers tell us that they often spend less than 30 seconds skimming a resume before deciding whether or not they are interested in reading the document further, so it's important that you are able to catch—and keep—the reader's attention quickly. This makes crafting a **concise**, yet descriptive, resume is very important. Do this by...

- ✔ Keeping your resume to one page in length*
  - *There <u>are</u> instances when a multi-page resume may be appropriate; see career services staff for advice*
- ✔ Using bullet points to list details or descriptions so that the document is easier to skim quickly; avoid using full sentences, full sentences, or pronouns like I, me, or my when writing descriptions

Your resume's format should be **clean** and **consistent**, making the document aesthetically pleasing, organized, and easy to read quickly. Make a good impression by...

- ✔ Using fonts sizes (10-12 point), styles (e.g. **Arial**, **Calibri**, **Cambria**, Century Gothic, Garamond, **Georgia**, Times New Roman, **Trebuchet**), and colors (**black** is best; may use some other colors sparingly) that are easy to read
- ✔ Adding **bolding** or *italics* to set important information apart, like section headings, degrees, job titles, etc.
- ✔ Using spacing and margins wisely, creating a balance between text and white space on the page; margins should be 0.5"-1" in size and spacing should be used to ensure text doesn't appear too "crowded" on the page
- ✔ Creating clean vertical lines by aligning text and bullet points up-and-down the page; avoid too many indentations
- ✔ Making the format and placement of text consistent throughout the document so the reader can find information quickly and easily

Finally, you never know when opportunity will knock on your door, so your resume should always be **current**. Keep your resume up-to-date by...

- ✔ Updating your resume 1-2 times per year; this will make adding new content and describing new experiences easier because details will be fresh in your mind
- ✔ Removing outdated or irrelevant information that can be replaced by more recent, relevant content; employers don't expect resumes to be comprehensive histories, so you can remove content as it becomes less relevant

Your Name

555-555-5555 | email@domain.com | linkedin.com/in/yourname

Education

Degree, Diploma, or Certificate You're Pursuing   *Expected Graduation: Month Year*
Des Moines Area Community College, City, State
- Optional Detail (e.g. GPA if above a 3.0)
- Optional Detail (e.g. Relevant Coursework, Academic Awards, Clubs)

Internship Experience

Position Title   *Month Year – Month Year*
Company Name, City, State
- Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
- Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
- Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

Work Experience

Position Title   *Month Year – Month Year*
Company Name, City, State
- Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
- Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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Position Title   *Month Year – Month Year*
Company Name, City, State
- Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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Position Title   *Month Year – Month Year*
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Additional Skills

- Proficient in _____, _____, and _____ computer programs
- Bilingual in _____ (fluent) and _____ (intermediate)