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CAREER CENTER

Writing a Winning Resume

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What is a Resume?

- An individually designed document
 - A marketing statement
- A brief reflection of your life experiences and interests



Types of Resume Formats

Chronological

Functional

Chronological/Functional Mix



Purpose of a Resume

- Present academic training
- Describe life experiences
- Show activities you have been involved in
- List awards, honors, and/or special recognitions

GOAL: To get an interview



Contents of a Resume

Heading

Education

- Academic Honors
- Relevant Courses

(Work) Experience

Special Skills

Activities

Community Service Involvement



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-
-

Heading

Name

Current and permanent addresses (if appropriate)

Phone Numbers (including cell number)

E-mail address

Web site/Home page



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-
-

Education

Begin with most recent degree.

List additional degrees in reverse chronological order.

Example:

American University, Washington, DC, May 2008

B.A., Public Communication, Minor: Education



Education (continued)

Subheadings can include:

- Honors
- Relevant Courses
- Selected Projects
- Study Abroad
- Mention percentage of money you contribute toward your education (if appropriate)



HONORS

Honors: Major GPA (3.9/4.0), Overall GPA (3.6/4.0), Dean's List, Academic awards and achievements, scholarships



Relevant Courses

- List 4-8 courses that may interest employer
- List special electives or courses in a minor, if relevant



Selected (Class) Projects

Publications, Independent studies, Thesis Topic, significant research projects, interviews, case studies *you have done for class assignments:*

- Interviewed local entrepreneur and wrote 10-page paper for “Management Consulting”
- Conducted primary and secondary research in National Archives to write 20-page paper on xxxxxxxxxxxx for “American History”



(Work) Experience

- ‘Work Experience’ only includes PAID positions
- Start with most recent experience and list in *reverse* chronological order
- Include your job title, employer name, city and state, dates of employment, and concise, yet detailed, description using action verbs and phrases



Example...Project, Action, Result

Intern, Organization Name, Washington, DC,
August-December 2005

- Helped to create recycling program

OR

- Developed and implemented comprehensive recycling program now serving as model for Veterans Affairs facilities nationwide, saving \$100,000 each year



Special Skills

Highlight specific career-related skills you've developed:

- Computer Skills
- Language Skills

Especially consider using skills section if you do not have a lot of experience.



Activities or Memberships

- List organizations you belong to
- Indicate leadership positions
- List achievements or accomplishments, other than academic honors, which you will have included under Education.



Tools to Help You Prepare 24/7

- Coming soon to

www.american.edu/careercenter

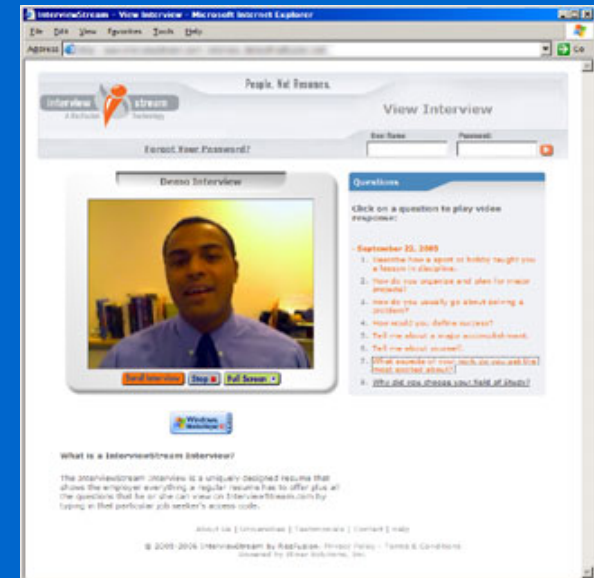
OptimalResume

An interactive service to help you craft a winning resume!

InterviewStream

An online tool that lets you practice and assess your interview skills

- Career and Internship advisors can help you with these tools and review your results



Questions



Not sure who you should speak to?

Call the Career Center Front Desk

at 202-885-1804

or

Visit web site: www.american.edu/careercenter

