

**Write your
Resume Right!**



Service Learning & Career Development
WUC 119 ~ www.wou.edu/slcd
503-838-8432 ~ slcd@wou.edu
www.wou.edu/wolflink

WESTERN OREGON
UNIVERSITY



A Resume...

- ✓ Gets on average 15 – 20 seconds of review
- ✓ Can make an immediate positive impact
- ✓ Has no cookie-cutter approach



Style



- ✓ Many opinions in regards to style, format, look, and content
- ✓ We try to stay current
- ✓ Ultimately, YOU make your resume decisions

The Header

Sophia R. Becker

888 N. Craven Drive #22

Monmouth, OR 97361

503-838-0000

sbecker@yahoo.com

- ✓ Letterhead- Contains basic name and contact information
- ✓ Name should be the longest and largest part



The Header

Sophia R. Becker

888 N. Craven Drive #22

Monmouth, OR 97361

503-838-0000

sbecker@yahoo.com



- ✓ Choose one phone number
 - ✓ With professional voice-mail greeting
 - ✓ Or answered in a business like manner

The Header

Sophia R. Becker

888 N. Craven Drive #22

Monmouth, OR 97361

503-838-0000

sbecker@yahoo.com



- ✓ If a cell phone is listed...
 - ✓ Have a professional voice-mail greeting
 - ✓ Do not answer when driving
 - ✓ Do not answer in a noisy place

The Header

Sophia R. Becker

888 N. Craven Drive #22

Monmouth, OR 97361

503-838-0000

sbecker@yahoo.com

✓ Your e-mail address is important, as well...

✓ Have a professional e-mail

✓ NOT something like:



✓ batgirl@teleport.com

✓ partydude93@gmail.com

The Header

- ✓ There are many “right” ways to format a header...

Sophia R. Becker

sbecker@yahoo.com

**414 N. Meridian Street, #2331
Monmouth, OR 97132
503-554-0000**

Sophia R. Becker

414 N. Meridian Street, #2331 • Monmouth, OR • 97132 • 503-554-0000 • sbecker@yahoo.com



The Objective

OBJECTIVE

Seeking **Graphic Design Assistant** position with **Ultra Mod Communications**

✓ Be specific in your objective to the position and employer

The Objective

OBJECTIVE

Seeking **Media Arts** related position in the Portland/Willamette Valley region.

✓ For job fairs, networking events, Etc...
Go ahead and generalize.



Education

EDUCATION

B.A., Art with Psychology Minor

Expected June 2012

Western Oregon University, Monmouth, OR

- ✓ State your degree (BA, BS, MAT) with the discipline. Include authorization & minor if relevant.
- ✓ High school should NOT be listed unless there is a job connection to the town or school
- ✓ Community College can be omitted unless there is a connection to the town or school

Education

EDUCATION

B.A., Art with Psychology Minor
Western Oregon University, Monmouth, OR

Expected June 2012

- ✓ Put the date in which you have received or will receive your degree
 - ✓ (Put “expected” until the term of graduation)



Education

EDUCATION

B.A., Art with Psychology Minor Expected June 2012
Western Oregon University, Monmouth, OR **3.75 GPA**

Hampton Honors Scholar

Mexico Study Abroad Program

Taught in Durango Elementary School classroom using fluent Spanish.
Studied people and culture while living with Mexican host family.

- ✓ Scholarships can be listed along with GPA
 - ✓ 3.5 GPA and above can be on your resume. Below that keep it off!

Education

EDUCATION

B.A., Art with Psychology Minor Expected June 2012
Western Oregon University, Monmouth, OR 3.75 GPA
Hampton Honors Scholar

Mexico Study Abroad Program

**Taught in Durango Elementary School classroom using fluent Spanish.
Studied people and culture while living with Mexican host family.**

- ✓ Educational enhancement opportunities (Study Abroad, Special Projects, Unique Research) can be listed here.
- ✓ Explain the value to the reader and relate it to your objective (list just once on resume).

Experience

Media Arts Experience

Art Program Teacher

September 2009 – September 2010

Crest Drive Elementary School, Eugene, OR

Taught basic graphic design elements to elementary students.

Prepared objectives and outlines for courses of study and assisted in developing curriculum.

Encouraged students to utilize creative skills to enhance art projects.

- ✓ “Blank” Experience = Paid, Internship, Student Teaching, & Volunteer Experience
- ✓ Work Experience = Implies Paid Positions Only

Experience

Media Arts Experience

Art Program Teacher

September 2009 – September 2010

Crest Drive Elementary School, Eugene, OR

Taught basic graphic design elements to elementary students.

Prepared objectives and outlines for courses of study and assisted in developing curriculum.

Encouraged students to utilize creative skills to enhance art projects.

- ✓ Dates of experience need to be included
- ✓ Dates go from most recent first and then work your way chronologically backwards under each “Heading”
- ✓ Place dates on right hand side...

Experience

Media Arts Experience

Art Program Teacher

September 2009 – September 2010

Crest Drive Elementary School, Eugene, OR

Taught basic graphic design elements to elementary students.

Prepared objectives and outlines for courses of study and assisted in developing curriculum.

Encouraged students to utilize creative skills to enhance art projects.

- ✓ Begin your descriptions using action verbs (Manage, strategize, train)
- ✓ If you are currently in the position it should be present tense. Previous positions- past tense.

Experience

Media Arts Experience

Art Program Teacher

September 2009 – September 2010

Crest Drive Elementary School, Eugene, OR

Taught basic graphic design elements to elementary students.

Prepared objectives and outlines for courses of study and assisted in developing curriculum.

Encouraged students to utilize creative skills to enhance art projects.

- ✓ No pronouns should be used on resumes
- ✓ Test to see if you are using the correct form of verb (action) by verbally reading your sentence with “I” but do not put the “I” in your resume.

Experience

Relevant Experience

Assistant

June 2007 - Present

Zinniker Business Concepts, Dallas, OR

~~Answer phones. Follow company procedures. Schedule appointments. Fill out required forms. Enter data into database.~~

- ✓ Be aware of focusing too much on the tasks of your position.
- ✓ Focus on those things that will make you a better candidate for the position you want.

Additional Sections

ACTIVITIES & COMMUNITY INVOLVEMENT

Salem Boys & Girls Club, Salem, OR

Mentored at-risk youth in decision making skills. Connected with parents and siblings to increase accountability for program participant at home.

Documented progress interactions through weekly reports to supervisor.

- ✓ Use the same rules as the experience section for community involvement, activities, and other non-work related items.
- ✓ Keep it relevant to your objective

Additional Sections

✓ Other sections can include:

- ✓ Skills
- ✓ Professional Organizations
- ✓ Summary
- ✓ Civic Experience
- ✓ Exhibits



Cover Letters

- ✓ Use your same letterhead for all correspondence.
- ✓ Use only Ms. Or a professional title (Dr., Rev., President) when addressing females.
- ✓ Know the name of the intended recipient.



References

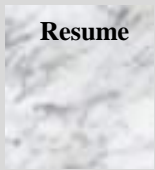
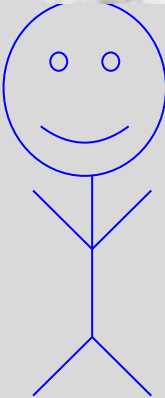
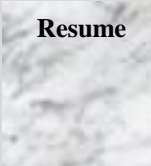
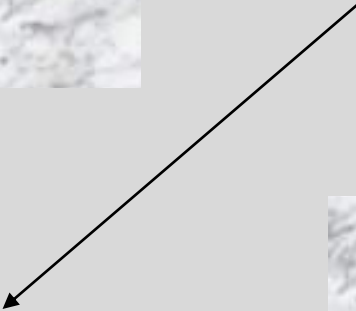
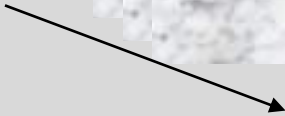
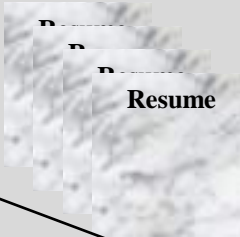
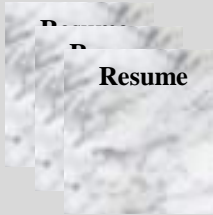
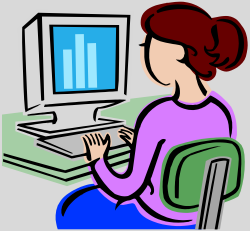
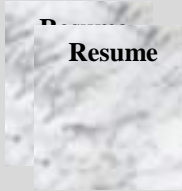
- ✓ Do not give them unless asked for.
- ✓ Always ask someone to be your reference BEFORE you use their name.
- ✓ Prepare your reference givers.

Who's John again? I have nothing else to say!

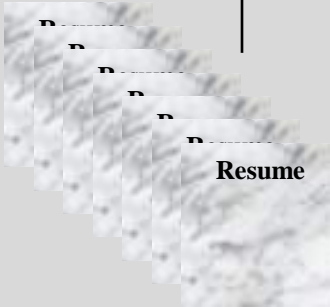
Oh, yeah, John, he's great....



Hiring Manager



Resumex



Mock Interviews
Resumes/Cover Letters
Job Searches
Internships
Career Counseling
Graduate School Help

Choosing a Major
Volunteering
Alternative Break
SEEK
SIS
Career Events



slcd@wou.edu
838-8432
WUC 119



Wolflink



SLCD WOU



SLCD WOU



WOUSLCD



WOUSLCD



Service Learning & Career Development
WUC 119 ~ www.wou.edu/slcd
503-838-8432 ~ slcd@wou.edu
www.wou.edu/wolflink

WESTERN OREGON
UNIVERSITY