CO-OP + CAREER

RÉSUMÉ ADVICE FROM EMPLOYERS

Want to really impress employers? Listen to this advice about what to do and what to avoid when writing your résumé.

1) Don't tell me what you know, tell me what you can do

I need to know how you can transfer your learning to my workplace. If you gained great knowledge or experience in a workplace and want to talk about it, great, BUT make sure to tell me what you actually did and how you impacted that workplace.

2) Address the job requirements

Ensure that your résumé addresses the qualifications and language in the posting. I sometimes screen using electronic methods based on keyword searching. Use the HOW TO DECONSTRUCT A JOB POSTING resource as a guide.

3) Follow the directions of the job posting

Read the posting carefully and pay attention to what I'm asking for. Follow the instructions to make a good first impression! Use the DECONSTRUCT A JOB POSTING WORKSHEET to put together your application.

4) Showcase your competencies

Show me how your competencies will help you contribute to my workplace.

5) Customize

Show me that you're conscientious and have done your research. Customize your résumé for each job application.

6) Use strong action verbs

Strong verbs demonstrate your contribution to a project or task. Use the ACTION VERB LIST as a resource.

7) Don't underestimate the skills you've learned in academic course work

Have you done group work, class presentations or defended a thesis? Think about the skills you've developed through this type of work, such as working to deadlines, dividing tasks, understanding scope and objectives, and using teamwork.

8) Describe your course experience—give me more than a number

If you did well in a course and want to share this, be sure to indicate what you did or learned in the course. I need more than a course number or name. Include the course title and a brief description if necessary.

9) Remember to list computer skills on your résumé

I can't assume you have computer skills even though you probably do. Be specific and write more than "proficient with computers". List the programs you're familiar with and the types of projects you've worked on using computers.

10) Get feedback on your résumé

Ask someone to review your résumé for spelling, grammar, accuracy and completeness. A misspelled word or half-written sentence can be all it takes for me to disregard your résumé.