

DEVELOPING YOUR FIRST HTM RESUME

If this is the first time you are putting together a resume, there are some important things for you to consider:

1. As a freshman or sophomore you may not think you have a lot to put down in the way of experience; however, even jobs such as mowing lawns, baby-sitting or working in your family's business show experience.
 2. You should only put down your grade point average (GPA) if you have an excellent average, say 3.5 or above.
 3. Make sure to think about and list all of the various responsibilities and activities you were involved in on your job. Many students leave off some of their most impressive things. What people are looking to see is that you have had some good solid experience and some responsibility in the past.
 4. Regarding career objectives, for the most part these are not necessary in the resume you do early on, especially those which are used to seek summer or part time positions. In fact, many HTM faculty and industry recruiters feel objectives should be left off the resume even as a senior unless you have a specific job target.
 5. Any additional activities or leadership roles related to student organizations and community organizations should be listed, as well as scholarships.
 6. If you plan on ever giving out the name of references, check with the individual before you give out their name. Give them a copy of your resume to help them remember things.
 7. Have someone review your resume (a faculty member, advisor, or parent). Look at format, accuracy, spelling, typos, etc.
 8. Update your resume on a continual basis. (It is important to alter your resume to fit a particular job).
 9. Have resume in a format that can be e-mailed.
- * Many companies are having the computer scan resumes. This technology is based on the principle of labeling, which chooses keywords. Choose nouns that indicate your accomplishments rather than verbs that focus on duties.

The Keyword Preface or Summary appears directly beneath your name and contact information at the top of your resume. It is an inventory of your most important assets. Cover three points in selecting your items:

- Your skills, abilities and competencies;
- Your experience using those skills, abilities and competencies, and
- Your accomplishments in using those skills, abilities and competencies on-the-job.

Also, electronically transmitted cover letters should include keywords.

(For added information, see the

What is a Scannable Resume link: http://owl.english.purdue.edu/handouts/pw/p_scanres.html)