

HTM CAREER CENTER
RESUME INFORMATION
NEW - EFFECTIVE FALL, 2008

Over the last few years recruiters have commented about what they prefer to see on a resume. In an effort to help with the marketability of our students, we are offering the following tips and examples of resumes:

- ♦ All resumes must be one (1) page in length.
- ♦ Please re-read or have some else proofread your resume.
- ♦ Do not put your high school that you graduated from on the resume.
- ♦ If you are a recent high school graduate, it is acceptable to list some of your experiences and leadership examples. This information will need to be replaced during your sophomore year with current information.
- ♦ If you are looking for an internship, do not put that in your objective. Simply state that you are looking for experience in the industry and keep it general.
- ♦ If you explain to employers that you need a little rotation usually they will accommodate you. The word internship sometimes scares them away if they don't offer one.
- ♦ At times it is possible to take one position in a company even though it is not what you want and then once you are inside—you can get the inside track on other openings.
- ♦ Do not list your courses.
- ♦ Put specific skills that make you different such as a foreign language competency or some type of certification.
- ♦ Make sure you put the city address of the experience and give yourself a specific title describing what you did, even if you did not have a title.
- ♦ Check and make sure all your subheading fonts are consistent.
- ♦ Use bullet points to fully describe what you did in each job.
- ♦ State the expected date of graduation.
- ♦ Use things that will differentiate you from other people in a positive way.
- ♦ You must turn in your resume to the HTM Career Center for review, before bringing in your 12 copies for your file.
- ♦ Your resume will be reviewed by Dr. Adler and/or Dr. Rouselle and approved for submission to the HTM Career Center. (This will be done with a 48 hour turnaround time.)
- ♦ The following are sample resumes that you may refer to when composing your resume.