

RESUME GUIDELINES

FOR WRITING AN EFFECTIVE RESUME

Resumes are presented in a number of formats including general (chronological) resumes, functional resumes, CV's, federal resumes, and targeted resumes. Regardless of the format required for an application or the format you choose, it is important to remember that the goal of the resume is to get you invited to an interview.

Your resume represents you on paper or via email – the knowledge, skills and experiences that have prepared you for the job(s) you are applying for. You have to make it reader-friendly and as easy as possible for employers to find the most important information. On average, employers spend 9 SECONDS looking at a resume at first glance! Therefore, you have a short time to make a big impression.

Sample resumes are attached at the end of this document. Please pay attention to the writing style of the resumes as well as the format.

RESUME FORMAT

1. Keep your resume to no more than 2 pages. One page is usually preferable, but if you have numerous years of work experience to add to your masters degree, than two pages is acceptable.
2. **DO NOT** use an objective statement.
3. **DO NOT** use resume templates, lines, graphs or tables.
4. **DO NOT** use the spacebar for spacing. Tabs or indents may be present and **USE** right and left align keys.
5. **Only** use fonts between 10 and 12 points; **11-point font** is recommended.
6. **DO NOT** use any ornate fonts – Times New Roman, Garamond, Arial or a similar style is recommended.
7. **DO NOT** include graphics of any kind, underlining and use of italics should be kept to a minimum.
8. **DO NOT** get fancy will bullet points – use standard circles or squares.
9. **DO NOT** title your resume “resume”; using your name as a title is recommended, e.g. “smith_jon.doc”.
10. **DO NOT** list references or put “References available upon request” on your resume.
11. **Be Consistent** – if you use all capital letters for a section-header, this must be done for all sections; if you write your dates out using numbers instead of months, do that everywhere.

ORDER OF RESUME INFORMATION

1. Identification

Please be sure the address, telephone number, and e-mail address provided will be accurate. If you do plan to relocate, include a “permanent” address, where you can be contacted.

- **DO** bold your name in a larger font than the body of your resume.
- **DO** include your e-mail address under your phone number. **DO NOT** use a less than professional email address (e.g., studman@hotmail.com” or “imawesome@yahoo.com”).

2. Education

- Include your current degree at the La Follette School of Public Affairs, e.g. MPA Candidate or Master of Public Affairs Candidate or MIPA Candidate or Master of International Public Affairs Candidate, Expected May XXXX.
- Education should be placed before experience unless you have considerable, substantive experience.
- List degrees/educational institutions in reverse chronological order (most recent listed first).
- Include relevant projects, presentations, coursework, and the title of your thesis or a research focus only if they relate directly to the job and enhances your marketability. **DO NOT** list general education courses like micro or macro econ.
- **DO NOT** list high school.

Each educational entry should identify:

- Name of institution , Location of institution (town, state abbreviation or country if applicable)
- Degree received

- Intended graduate concentration/field of study (undergraduate major/minor) where applicable.
- Date of graduation/expected date (do not list years attended; list graduation date only)
- Relevant honors, publications, projects, clubs, affiliations, activities, GPA.

3. Experience

- Positions included in the experience section should be listed in **reverse chronological order** (most recent experience listed first). A key decision is whether to highlight “job title” or “organization. If your place of employment is relevant to the organizations you wish to have consider you, make “organization” stand out. When the positions you have held relate to the position you seek, be sure that the job title is featured. The use of capital letters, bolding, or use of a separate line creates prominence. * Be consistent: if you choose to highlight “organization” in the most recent job, this must also be the focus in all other job listings.
- **Use** action verbs to create interest and to demonstrate achievement and expertise. Try to avoid “responsible for...” or “Duties Included...” Emphasize results rather than job description.
- Include internships, self-employment, and summer or volunteer work, if relevant.
- Highlight skills related to your professional goals, if possible. Highlight transferable skills where applicable. Your resume should convey how your experiences and education are well suited to the type of positions you are seeking.
- **DO NOT** use titles such as trainee or summer intern. Use descriptive functional titles such as Research Assistant, Budget Intern, Financial Consultant, Project Manager, or Environmental Researcher.

Each experience entry should include:

- Employer (name, city, state abbreviation, and country if not U.S.)
- Dates of employment, state month and year. Be consistent with style throughout and **DO NOT** write Fall 2007 or Summer 2008.
- Title
- Important tasks/assignments performed and a brief description of relevant accomplishments (by order of importance). **DO NOT** repeat the job description verbatim and remember that you **DO NOT** need to list ALL your work activities – just the ones that are relevant to the type of position you are seeking.
- **LIST ACCOMPLISHMENTS** (“successfully implemented”; “resulting in” or “facilitating its growth”)

4. Professional Development, Affiliations, Associations, Publications and Community Service

These activities show you are committed to your field of interest and may help you make connections with employers while showing that you do more than work.

- **Professional Development** includes seminars you attended, workshops you completed or facilitated, and projects for an organization or potential employer you may have been part of.
- **Affiliations & Associations:** List professional affiliations and memberships. You may also list an office held if applicable.
- **Publications:** Listing publications can make it difficult to keep your resume to one page. Condense this activity. For example, “Published X number articles on the topics of X, Y, Z in ABC professional journal” You can always have a longer resume including all publications to hand in at an interview
- **Community service** is increasingly important to employers as evidence of balance in one’s life and care about broader issues of society. Extensive community involvement may warrant a separate section. More modest involvement can be included in a section with professional activities or in a personal background section. Title, organization and inclusive dates should be shown.

5. Professional Skills (Computer Skills/Language Skills):

- **DO NOT** assume that employers know that you are computer literate. Include your systems proficiencies in this section. List only those in which you are fully competent.
- Include knowledge and skill level of foreign languages (beginning, intermediate, proficient, fluent,native).
- Security clearance level (if applicable).

6. Honors/Awards/Membership

- If you have many honors or awards, or need to highlight this on your resume, you may want a separate section for these. Otherwise, honors and awards that are directly related to your education may be listed under the educational institution.
- **DO NOT** list GRE or TOEFL scores as credentials.

7. References

- **DO NOT** include this section in the body of your resume.
- **DO NOT** state that “references are available upon request”. Recruiters assume that you would not be interviewing without having references to support your search.
- **DO** prepare a separate reference sheet for distribution to employers in case it is requested. Select 3-4 references. The format should include name, title, company/university affiliation, address, business telephone number and email. (Sample at the back)
- **DO** have prior approval from the people you list. Make sure they have an updated version of your resume. Alert them to any calls that may be coming their way regarding your search efforts.

ACTION VERBS

The following list contains some of the action verbs you can use in your resume:

accomplished	expedited	proposed
activated	explained	revised
adapted	facilitated	specified
adjusted	familiarized	stimulated
administered	formulated	streamlined
advertised	generated	supervised
advised	governed	synthesized
analyzed	guided	taught
arranged	illustrated	used
assembled	implemented	wrote
assisted	improved	
built	influenced	
calculated	initiated	
catalogued	innovated	
changed	integrated	
collaborated	interviewed	
compiled	invented	
completed	investigated	
conducted	maintained	
constructed	managed	
consulted	manipulated	
coordinated	mapped	
created	marketed	
defined	modified	
designed	monitored	
devised	motivated	
directed	negotiated	
drafted	observed	
edited	obtained	
educated	organized	
effected	persuaded	
enlarged	prepared	
established	presented	
evaluated	presided	
examined	programmed	
expanded	promoted	

SAMPLE RESUME 1 (Less than 4 years of professional experience)

JANE E. DOE

Street Address, Apt #
Madison, WI 53706
(608) 999-9999
unknown@wisc.edu

EDUCATION

The University of Wisconsin-Madison, La Follette School of Public Affairs, Washington, DC
Master of Public Affairs Candidate Expected May 2008

Concentration: Economics

- Fellowships/Scholarships:
- Relevant Academic Projects or Research Interests:

University of Virginia, Charlottesville, VA
Bachelor of Arts, Political Science (GPA 3.65)
Minor: Chinese

May 2004

- Honors:
- Relevant Coursework:
- Study Abroad: (location, area of study and dates)
- Thesis: (if applicable)

EXPERIENCE

Nonprofit Organization, Chicago, IL June 2004 – August 2006

Economic Analyst, Asia Division (October 2005 – August 2006)

- Employed the T3 economic model in forecasting Chinese agricultural sector growth
- Researched current American-Sino trade agreements and wrote issue briefs to be presented at monthly meeting with CEO and CFO
- Created and maintained Access database to track and analyze dynamic Chinese financial data

Program Assistant, Office of the Director (June 2004 – October 2005) April – December 1999

- Facilitated international conference and travel logistics for Executive Officers
- Used Chinese language skills to help translate Chinese government economic information

Partnership for Economic Development, Charlottesville, VA September 2003 – April 2004
Technology & Research Intern

- Analyzed reports of economic growth for small business firm following investment in new technology
- Presented findings at board meeting and submitted written analysis for use in annual report

PROFESSIONAL SKILLS & MEMBERSHIPS

- **Foreign Languages:** Chinese (advanced speaking, intermediate writing); French (beginner)
- **Computers:** Microsoft Word, Excel and Power Point; Lexis-Nexis Online; Internet research
- **International Experience:** Academic study in countries x and y. Resided with family in countries a, b, c. Independent student travel to countries d and e.

SAMPLE RESUME 2 (More than 4 years of work experience)

John Doe

Address, Street Name, Madison, WI 53706
(608) 999 -9999 jdoe@wisc.edu

EDUCATION

The University of Wisconsin-Madison, La Follette School of Public Affairs, Madison, WI Expected 5/04
Master of International Public Affairs Candidate
Concentration: International Business and International Development

The George Washington University , Special & International Programs 5/00-6/00
Summer program on Business and Economic Environment of Cuba, Havana, Cuba
Describe project.

University of Maryland, College Park, MD 5/96
Bachelor of Arts in Spanish
Minor: Business
Study Abroad: Name of institution and country, dates
Honors:
Overall GPA:

PROFESSIONAL EXPERIENCE

Consulting Firm, Washington, DC 8/99-3/02
Associate, Latin America Industry Sector

- Key member of small, prestigious international consulting firm responsible for client management, client consulting, and new business development
- Analyzed and delivered a written report on the economic and political climate in the Andean region for the potential growth of a joint venture based in Ecuador. Analyzed current and future economic growth, per capita income, disposable income, size of the target market, advertising potential, intellectual property protection and enforcement, and cultural differences, in national markets of particular interest to company.
- Analyzed the effects on the U.S. economy of lifting U.S. unilateral food and medical sanctions on Cuba, in a client commissioned report delivered at a June 2000 conference on Capitol Hill. Conducted interviews with the media following the release of the report including a radio interview with Bloomberg Radio Espanol.
- Managed and orchestrated the development of a new web site promoting a private company.
- Conducted new business development to U.S. and foreign firms and industry associations including developing and presenting proposals, lead generation, conducting media outreach, attending business development meetings, and public speaking to promote the firm.
- Served as speaker and panel participant at the Council's annual meeting regarding market conditions in Cuba and the outlook for U.S. agricultural exports to that nation.
- Provided ongoing analysis and reporting on companies such as Wal-Mart, Avon, Harcourt General, Gordon Brothers Group, CBS, and Infinity Communications.

Private Organization, McLean, VA 7/96-5/99
Field Consultant

- Consulted to more than 30 DC area franchises to produce higher sales and increased profitability.
- Created an annualized 9% increase in revenue amounting to nearly \$3 million in total sales.
- Developed 11 new franchises in the metropolitan Washington, DC area working with the franchisee from the point that the franchise was purchased until the location was open for business.
- Monitored and analyzed all facets of the franchises' operations to identify areas of improvement. Designed, devised, and implemented practices and strategies with franchisees to increase revenues and store profitability through re-engineering business processes in the areas of store promotions and marketing, managing employee turnover, customer service, and overall business efficiency.

PROFESSIONAL EXPERIENCE (continued)

University of Maryland, Language Department
Tutor and Translation Assistant

1/96 – 5/96

- Instructed and assisted Freshman and Sophomore students in preparation for required language proficiency exam.
- Translated Spanish literature and current media into English for use as practice assignments for in introductory Spanish courses.

Nonprofit Organization on Latin America, Washington, DC
Program Intern

6/95 – 8/95

- Coordinated 25 intern conference management staffers working with the host committee to sponsor an international political meeting
- Utilized superior comparative writing skills to assist the foreign press attaché

Amigos de las Americas, Region Brunca, Costa Rica
Community Development Volunteer Leader (6/94 – 8/94)

6/93-8/93 & 6/94-8/94

- Implemented youth program in San Isidro del General Perez Zeledon with five Amigos volunteers and representatives from the Ministry of Education and Casa de la Juventud.
- Recruited community development groups to take lead on projects for the village youth including the creation of a recreation center and soccer field and establishment of an organized youth group

Youth Program Volunteer (6/93 – 8/93)

- Practiced Spanish language skills with local community leaders and children.
- Instructed children in English language lessons.

MEMBERSHIPS & PROFESSIONAL DEVELOPMENT

- **Washington International Trade Association, Member**
- **National Hispanic Business Association, Member**
- **Latin American Studies Association, Member**
- **Voices for America Workshop Presenter, Hispanic-US Young Leaders Fellows Program**
Co-presented on cross-cultural sensitivity in the workplace
- **Private Enterprise in Brazil & Argentina: Economic Seminar Series, Participant**
Seminar sponsored by The Inter-America Development Bank.

SKILLS

Language: Fluent in oral and written Spanish; proficient in oral Portuguese

Computer: Microsoft Windows, Word, Excel, Outlook, Word Perfect, Quicken, Front Page, use of Internet

For Examples of Functional Resumes:

http://www.quintcareers.com/functional_resume.html

<http://jobstar.org/tools/resume/samples.php>

<http://career-advice.monster.com/resume-writing-basics/Breaking-Tradition-with-a-Functiona/home.aspx>

<http://jobsearch.about.com/od/resumes/p/resumetypes.htm>