

# Writing a Resume



**SARAH CLARK**  
**CAREER DEVELOPMENT COUNSELOR**  
**UNCW CAREER CENTER**

# Purpose of the Resume



- Marketing tool for your job search
- Pre-screening tool for employers
- Gain interviews with employers
- Applying to graduate school



# Consider your target audience



- **Who's going to be reading your resume?**
  - Develop a job target
  - Consider the type of organization you want to work for
  - Decide what type of information, and in what format, is most appropriate for your target audience

# Identification



## **Colin McKinney**

544 New Centre Dr.  
Wilmington, NC 28403

Phone: 910-555-4377

Email: [mckinneyc@uncw.edu](mailto:mckinneyc@uncw.edu)

## **Melinda Miller**

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1234 Main Street, Wilmington, NC 28403 ♦ (910) 123-4567 ♦ [mlm5555@uncw.edu](mailto:mlm5555@uncw.edu)

## **Mandy Jack**

423 Dove Ct.  
Wilmington, NC 28403  
(910) 555-6568  
[Mandy.jack@gmail.com](mailto:Mandy.jack@gmail.com)

# Objective Don'ts



## **Avoid empty phrases:**

- “Seeking a challenging position that allows opportunity for growth and development”
- “To apply my academic skills to the realities of the professional world”

## **Avoid vague phrases:**

- “Willing to begin at an entry-level planning position with growth opportunities”
- “Seeking a career position that enables me to use my expertise in travel.”

## **Avoid self-focused objectives (works for an internship, but not a job):**

- “To obtain an internship in an urban planning department which would provide good on-the-job experience and insight into a career field.”

# Objective Do's



- Focus on what your goal is
- Customize your objective:
- State where you are seeking admission
- Highlight your greatest strengths that qualify you for admission
- State your intended contribution/benefit/value you bring to the program

# Examples



- To obtain admission to the Brody School of Medicine to receive the training and education necessary to achieve my goal of working in the medical field.
- To obtain admission at the University of North Carolina School of Dentistry.

# Education/Training



- **NAME OF DEGREE**
- **DATE OF DEGREE**
- **NAME & LOCATION OF INSTITUTION**
- **MAJOR/MINOR(S)**
- **OVERALL GPA/GPA IN MAJOR**
- **RELEVANT COURSEWORK**
- **ACADEMIC HONORS**
- **STUDY ABROAD**



# Education



## **University of North Carolina Wilmington**

*Bachelor of Science, Chemistry, May 2011*

Minor: Biology; GPA: 3.78

Summer 2010 Study Abroad Program: London Program

## **Bachelor of Science, Biology, May 2011**

*University of North Carolina Wilmington*

GPA: 3.78

# Experience



- **RELATED (MEDICAL) EXPERIENCE**
- **ADDITIONAL EXPERIENCE**

## **Can include:**

- **PAID/NON-PAID**
- **INTERNSHIPS**
- **VOLUNTEER/COMMUNITY SERVICE**
- **MILITARY**
- **PART-TIME/FULL-TIME**

# Experience



## **INCLUDE:**

- position title
- name of organization
- organization's location
- dates employed
- duties/skills used/responsibilities
- accomplishments/results

# Sample Action Verbs



- ADMINISTERED
- ADVISED
- BALANCED
- COMPILED
- CREATED
- DEMONSTRATED
- DESIGNED
- EXPEDITED
- ORGANIZED
- PLANNED
- PROPOSED
- SUPERVISED
- TRAINED
- UPDATED

# Experience



## **South East Area Health Education Center**

Wilmington, NC

*Volunteer Student Researcher*

August 2009 – December 2009

- Aided the Research & Curriculum Development Director and staff in Patient Evaluations to improve performance through direct patient contact to assess the patient's satisfaction through surveys, detailed data entry and data management, and generating and reporting survey results
- Interacted with patients, nurses, doctors and other hospital staff
- Learned what is expected of doctors based on nationwide policies

# Optional Categories

- **ACTIVITIES**
- AWARDS
- CERTIFICATIONS
- **COMMUNITY SERVICE**
- COMPUTER SKILLS
- HONORS
- INTERESTS
- LANGUAGES
- **RESEARCH**
- LICENSES
- MEMBERSHIPS
- **PRESENTATIONS**
- **PROF. ACTIVITIES**
- **PUBLICATIONS**
- SCHOLARSHIPS
- SPECIAL PROJECTS
- SPECIAL SKILLS
- TRAVEL
- **LEADERSHIP**

# References



**AVAILABLE UPON REQUEST**

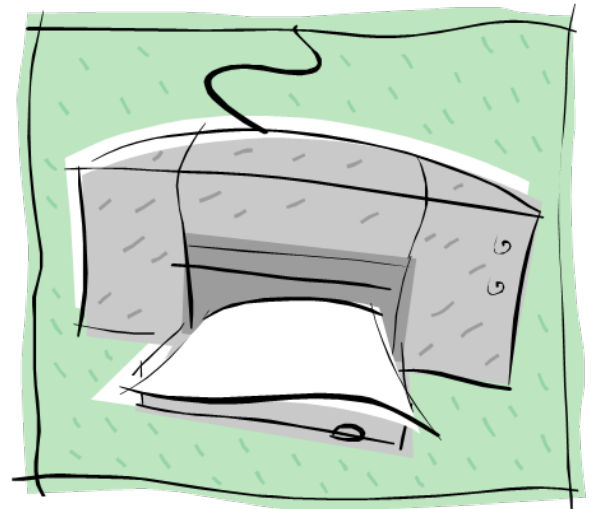
**OR**

**LIST ON SEPARATE SHEET**

# Reproducing Your Resume



- **Print on quality resume paper**
- **Use black ink only (disable hyperlinks)**





# Online Resume Submission



- Clear any “fancy” formatting when copying and pasting into an online system.
- Convert to PDF.
- Attach a cover letter or use the email as your cover letter.

# Do



- Be clear, concise, and neat
- Use a consistent format for dates, headings, etc.
- Be positive and honest
- Carefully check grammar and spelling
- Think about how your email address and voicemail represents you

# Don't



- **State salary requirements**
- **Give reasons for leaving employers**
- **Limit geographic range**
- **Expound on philosophy, unless asked; put in document separate from resume**
- **Offer any negative information**

# Common Mistakes



- Too Long
- Disorganized
- Poorly typed/printed
- Overwritten
- Too sparse
- Not results oriented
- Irrelevancies
- Misspellings, typos
- Doesn't match objective

# Cover Letter



- **Standard Business Letter Format**
- **Personalize/Slant to the Employer or Job**
- **Highlight Relevant Qualifications**
- **Proof Carefully for Grammar & Typos**
- **Avoid Overuse of “I”**
- **Use Quality Paper**

# Cover Letter Format



## **1ST Paragraph - OPENING**

- Reason for writing
- Name of position, career area
- How you heard of opening

## **2nd Paragraph - BODY**

- Highlight related experience/qualifications
- Slant to employer's point of view
- Why interested in organization, work, location
- Refer reader to any enclosed materials

# Cover Letter Format (continued)



## 3rd Paragraph - CLOSING

- **Best means to reach you if they need additional information**
- **Indicate whether you will follow-up by phone**
- **Thank reader for considering your application**

**Sincerely,**

*Sign your name*

**Type Full Name**

# Any Questions?



- Thank you for attending this session!
  - For more information visit <http://www.uncw.edu/stuaff/career/Pre-HealthCareerResources.htm>

or set up an appointment with

**Sarah Clark, Pre-Health Career Counselor**  
at 910-962-3174