

Resume Notes

The resume is a summary, not a life history! Use the whole page and try hard to keep it to one page. This is advertising - the first page is the one that gets noticed. Get rid of trivia. Everyone knows what a waitress does, so there is no need describe it, besides it does not make you better qualified for post-graduate work.

Objective: The objective provides the focus for the resume - unrelated detail should be minimized.

Education: The first line under education highlights the qualification, namely your BS in either Food Science and Human Nutrition or in Animal Science. Get the degree name right - UH has no degrees in dietetics or in preveterinary medicine. Do not use abbreviations - nobody outside of CTAHR knows what FSHN stands for.

All the supporting information (university name, Dean's List, GPA) belongs after the degree.

Leave your high school is out - your life started when you graduated.

Experience: The first line highlights the position held, because that is the qualification. Current jobs are described in the present tense; past jobs are in the past tense. Note that volunteer positions that relate to your objective can be included. Make sure that the most recent position is listed first.

Certifications and Skills: Think about skills that set you apart. Every high school graduate can use the internet, Word and Excel. Not everyone can type 60 words a minute or create web pages or use specialized programs such as Food Processor.

Include languages other than English and an indicator of how well you function in them (not how many years you studied them).

Service and Activities: The club or activity name goes first, then the dates of membership. Offices held are indented on a new line underneath with the dates of office.

Leave out all the one and two day stuff. Skipping around rather than staying with a project might make you look bad. Counting whales on April 1, 2008 does not make you any more qualified. On the other hand, if you have been volunteering 2 days a month to organize the whale count and enter data, that does make you more qualified.

Do include items that show serious commitment and growth, such as playing an instrument well (eg member of guitar duo that performs at private functions), playing a sport well (you can put in a high school sport if you continue to participate in it), hula halau member, and activities which show above average performance.