



GRADUATE PROGRAMS

OSU Center for Health Sciences

The Resume: Your Calling Card

What is a Resume?

In addition to your cover letter, your resume is the first contact most potential employers will have with you, and it is important that you make a good impression. Learn the components of a good resume by studying examples and by keeping the following points in mind:

Begin your resume as early as possible, ideally during your first year.

Update your resume each semester as you add activities and experiences. Have several people, including professional development or a company recruiter, look over your resume and give you advice.

Be sure the scope of your information is broad enough to apply to a variety of positions.

Martin Yate, career development author, notes that a good resume makes you "all things to all people." Multiple resumes covering all possibilities should be used during your job search. Prepare several resumes tailored for each specific job field to use for other applications.

Remember the main purpose of the resume.

Let a prospective employer have an idea about what kind of a person and employee you are. Martin Yate observes that a "resume's goal is to show that you are a problem solver," or someone who is reliable, confident, and above all, capable and self-motivated. Problem solvers do not waste time. Instead, employees who resolve situations are productive employees; they get the project finished.

Basic Information to Include

Name, City/State only (No address), Phone number(s), E-mail address, LinkedIn profile link, Educational Background, Experience (relevant work, and most effectively, those experiences related to your field of study.)

A line indicating your Objective, or general plan of action (job you hope to secure and city or region you'd like to call home), is also an excellent addition. A brief section summarizing the aspects of yourself which make you outstanding is also possibility for a specific position.



Consider the resume as a "marketing tool."

As Brian D. Krueger refers to it in *College Grad Job Hunter*. You are selling yourself with limited space and time. Use employer literature and job postings to identify critical skills and keywords to include in your resume.

Make sure you explain clearly any items which are not universally known.

If you are a member of a professional society, the letters or abbreviated name may or may not be familiar to others in your field. Awards, prizes, scholarships, and internships should all be described informatively. Keep the goal in mind: How will this help me get a job?

Be concise.

You need to provide enough information for those reading your resume to have a clear picture of you and your achievements, but at the same time an overly long resume might suggest you are long-winded or vain. A concise resume indicates that you recognize the importance of the reader's time.

Tips to Remember

✓Proofread!

Have someone else--someone qualified--proofread your resume after each addition or change you make to the text. Letters and resumes are used in the screening process, and errors are a sure bet to keep you from reaching the interview stage, no matter how glowing the contents.

✓Use a high-quality resume paper in white, off-white, or cream.

A very pale gray is also acceptable, but for most professional positions, using paper of any other color is not a good idea. Free resume paper may be available from professional development.

✓Use a high quality printer when you print out your resume.

Or have the job done professionally. Don't alter fonts; use bold print to highlight headings, and make sure your font is professional in appearance and easy to read. The ink should be black. Don't let your resume undermine your chances!

✓Keep extras on hand.

When your stock runs low, print more so you can send your information out quickly. Keep stamps--conservative ones--on hand as well.

Save your resume in a format which is easily altered. Also, make sure to have back-up copies in electronic format, and when you alter your text, update your back-ups.