

# RESUMES

## Purpose of resume vs. curriculum vitae

A resume is a **marketing document designed to demonstrate how your experiences, strengths and skills fit the needs of a particular opportunity**. The goal the resume is to get an interview, not provide an autobiography. Resumes are used in most business and industry positions. They are expected to quickly summarize your relevant experience and education. **SEE THE EXAMPLE RESUMES STARTING ON PAGE 35.**

## For every one job posting...

Fewer than a **quarter of applicants** make it past the initial resume screen

Average of **22.7 applicants**

Recruiters spend **6-15 seconds** per resume

The information you include on your resume is dependent on what you are applying for. Consider your most relevant qualifications: education, experiences, academic activities or projects, extracurricular involvement, leadership and more. Employers want to know what have you been doing, not just what you have been paid to do. **Reflect on how you have spent your time and built your skills over the past few years.**

A **curriculum vitae** is used to apply for positions in academia and research, and for grants. Resumes are the preferred documents in business and industry. *For more information on writing a CV, visit the Graduate Student resources page at [careers.uw.edu/graduate-students](http://careers.uw.edu/graduate-students) and see an example in this Guide on pages 46-49.*

## Formatting and what to include

- Resumes should be one page (2 pages for those with professional experience)
- Font size can range from 10 to 12 point with margins between 3/4 and 1 inch
- Use white space on your resume so it doesn't look overly crowded with text!
- Do *not* include references on your resume. It's common practice to provide references as a separate document. See page 50 for additional information about references.

## Curriculum vitae (CV)

a document used for academic or research positions. Includes a full list of publications and presentations; length may be several pages.

## How to market your skills

Demonstrate how you have used your skills (transferable and discipline-specific) through descriptions of experiences. When you are writing these descriptions, stay focused on action, contribution and impact. *See the box to the right for strategies on how to do this.*

Use verbs emphasizing how you used skills in your experiences. For example, an employer might be seeking someone with strong communication and teamwork skills. You can tell them that you: *Communicated with a team of 6 to identify barriers to access and recommend improvements to design.*

## Required resume information

1. **CONTACT INFORMATION:** Include your name, phone and email always. Mailing address, LinkedIn or portfolio URL are optional.
2. **EDUCATION:** Always include the name of the institution, the city-state location, the degree you are pursuing, (intended) major and minor(s), and expected graduation date. GPA, Study Abroad, Relevant Coursework and Honors are optional.
3. **EXPERIENCE:** Can be paid or unpaid, but always include the name of the organization, your position title or role, the city/state location and the date range of your involvement.

## Tips for resume writing

Write descriptions of your experiences using this format:

### **Action + Task + Result.**

- Begin with a verb describing your action ("communicated with a team")
- Share the task you completed ("to identify barriers")
- End with the result ("recommend improvements").

Quantify or use numbers (percentages, sizes, dollar amounts, frequency, etc.) whenever possible to show the scale or scope of responsibility and demonstrate the impact you made.