



Basic Resume Notes

The following section is intended as a guide to the basic resume examples. When developing a resume there are three key overarching principles that you should always follow: 1) Keep it clear and concise (not too brief though), 2) Be consistent (with formatting font, and content), and 3) Make the resume your own.

If you compare the formatting of the basic resumes with the formatting of the sample technical resume you will notice several differences:

- 1) The sample technical is underlined after each section heading. For a resume with numerous sections in which the wording begins to run together this is a good way to provide section separation. However, I also like the very classic look of the basic resume example. Whatever you do, just make sure it is clear and appealing to the eye.
- 2) Notice the usage of bold in the resume. If you worked at a prestigious or well-known company, you may want to bold the company instead of the job title.

Personal Information Section:

- a) Be careful here, you want to present a professional image. E-mail addresses such as BrewDawg@aol.com, Sassygem@arches.uga.edu may have personal meaning to you but to employers they represent someone that lacks professionalism.
- b) As with the e-mail address, the phone number is another chance to present a professional image. Typically, employers will try to reach you at home. If you are out, they will leave a message on your machine. Make sure that the greeting is professional and business-like. Messages such as "Dude, I am out partying and I may or may not be back in" are not acceptable.
- c) You should not include any information such as marriage status, gender, etc. Even though you may think this information is beneficial to the employer, it often helps to introduce a factor that the employer cannot (by law) use to offer employment.
- d) If you have only one address, make sure to center it under your name.

Objective Statement/or Lack there of:

- a) Objective statements are a mixed bag: sometimes they help, sometimes they don't. There are various opinions out there. An objective statement is most effective in the following circumstances if: 1) you have a broad major such as management, psychology, or sociology that applies to many different industries/disciplines, 2) you are seeking an **internship**, or 3) you are seeking a position that is not closely related to your major.
- b) A good objective statement contains the following elements: 1) What you are seeking (internship or entry-level position), 2) What type of company/industry/job (human resources, operational management, or sales management) 3) What qualities you bring to the job (your strengths), and 4) How the job will benefit you.

Education Section

- a) Most errors in the education section are related to NOT knowing what the exact title of your degree is. Make sure to look this up. Common errors are: Masters of Internet (there is no "S", it should read "Master") or Bachelor of Arts in Business (should read as Bachelor of Business Administration).
- b) Another common error occurs with GPA. At The University of Georgia, a cumulative GPA reflects only the courses you have completed while enrolled. If you transferred schools, you will have an Overall GPA (includes both UGA GPA and other school).

- c) If you are going to include a major GPA, make certain that you calculate it correctly. At The University of Georgia, your major GPA starts with courses in Area F. You definitely want to make sure that you have had a number of courses in this area before you report them on your resume. If you have only taken one course, made an A, it would be a bit misleading to report a major GPA of 4.0.
- d) Unless you have tons of technical skills, you probably just need to include them here as a subsection of education.

Project Experience

- a) Typically projects have not found their way on a resume, however, there has been a recent move in education toward more experiential learning applications. If you have completed a class project with “real world” relevance, you may want to include it on your resume. However, be careful and make sure it is well written. Make sure to identify your role in the project, who/what class was completed for, and when it was conducted.

Work Experience

- a) Not all jobs will be related to the one you are seeking. The key is to look for a connection between the skill sets/qualities desired (as indicated in the job description) and your previous jobs. Make sure to provide the reader with enough content to understand what you did. Descriptors such as “Reconciled Books”, “Handled Cash Flows”, and the ubiquitous “Performed Office Functions” just do not provide enough context.
- b) You may also want to include a section that briefly outlines other jobs that you have had. While it is important to demonstrate a consistent work history, you can only expound on a server position so much. Therefore, it may be beneficial just to list job title (Company, Dates of Employment).

Honors and Activities

- a) All too often, students under sell themselves. Remember you want to present an image to the reader that highlights your qualities and seeks to match the company’s job description. Therefore, you need to look for related activities and honors first and present them first. While being a member of a social fraternity is very important in college, you may want to list membership in a professional organization first.

References

- a) References should never be included on your actual resume but instead on a separate sheet. Only use this line if you already have a prepared reference list available for the interviewer. Do not submit references to employers unless they have been requested.