



School of Information Studies
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iSchool Employer Relations & Career Services

***Tips on Constructing an Effective Resume:
What are Employers Looking For?***

Resumes

- Your resume has only one purpose – to get you an interview (a resume will not get you the job by itself)
- Resumes are used to determine fit for a position based on skills and experience
- Your resume is your first impression on a recruiter - consider it a text based portrait of you

You Have 20 – 30 Seconds To Stand Out

- Resumes are typically screened through an automated search process using keywords
- Once a resume has been selected for consideration, a recruiter only spend 20 – 30 seconds on average looking at it to determine fit for position
- If your resume isn't selected in this initial screening, chances are high that you've lost the opportunity
- Make sure to differentiate yourself – *in a positive way*

What Do Recruiters Look For On a Resume?

- Presentation and Format
 - Does it look nice on the pages? Is it easy to follow? Is it short and concise? Are sections clearly labeled to find key information?
- Experience
 - Skills and experience match the position requirements
 - Skills and experience outside the position requirements (leadership, volunteer, honors, achievements, “doing more”)
 - Clear progression in responsibility
- No Spelling or Grammatical Mistakes

Resume Writing Steps

1. Gather information

- *Tip: Keep a running list of all your experiences to pull from; save old job descriptions and performance reviews*
- *Tip: Save a copy of the job description you are applying to and research the company*

2. Decide what experience and skills to highlight in order to match the position requirements

- *Tip: The power of three*

3. Choose the format and sections you want to include

4. Write a draft and review, review, review

- *Tip: Review with multiple audiences and take all the feedback but then trust your intuition on what best represents you and will make you the most confident*

Resume Sections

Contact Information	Mandatory	<ul style="list-style-type: none">• Name, Address, Telephone Number, Email• Make sure email address is professional
Summary	Optional	<ul style="list-style-type: none">• 2 – 3 sentences quickly capturing your experience and interest• Use instead of an objective• Good for individuals with 10+ years of experience and/or individuals with experience in multiple areas
Education	Mandatory	<ul style="list-style-type: none">• Degree / Certification, Institution, Graduation / Completion Date
Professional Experience	Mandatory	<ul style="list-style-type: none">• Chronological, Functional, Combination• Employer / Branch• “Position” Title• Dates in Position• Location

Resume Sections

Academic Experience	Optional	<ul style="list-style-type: none">• Academic projects• Project Name, Class Name, Dates
Leadership & Extracurricular Activities	Optional	<ul style="list-style-type: none">• Volunteer work, sports, non-related work experience• Organization Name, Affiliation or Position, Dates
Skills Summary	Optional	<ul style="list-style-type: none">• Technical Skills (Applications, Operating Systems, Databases, Networks)• Industry certifications• Language Skills
Honors / Special Achievements	Optional	<ul style="list-style-type: none">• Military or academic honors / special achievements

Resume Formats

- **Chronological**
 - Organizes information by positions / experiences in reverse chronological order
 - When to use: Your career path has shown steady progress and increasing responsibilities
 - Tip: Many online job applications require you to fill out your experience online in chronological order in addition to submitting your resume
- **Functional**
 - Organizes information into functional groupings of skills or accomplishments
 - When to use: You are new to the workforce with limited work history but do have relevant experience through other activities; You are changing careers and utilizing transferrable skills
 - Tip: Still include a chronological listing of employment on a functional resume – recruiters want to see employment history
- **Combination**
 - Organizes experience in reverse chronological order within functional categories
 - When to use: You want to highlight internships or volunteer positions that are related to your field of interest

Reflecting Your Experience

- Strike a balance between too much detail and not enough
 - Less than 10 years = 1 page, More than 10 years = 2 pages
- Reader must get a clear and quick understanding of your background with some supporting detail
- Select key responsibilities, accomplishments, tasks based on amount of time spent on them and relevance to the position you are applying for
- Provide context including purpose, scope, support structure, organizational impact, etc.
- Describe the results you achieved (outcome focused) and how you achieved results (including methodology and technology)

Top Ten Resume Mistakes

- No research, resume not specific to position
- Lack of academic projects and other experience that showcases desire to do the type of work
- No leadership or extracurricular activities
- Most important information first – not buried
- Multiple pages for entry-level positions
- Visually distracting
- Including pictures and private personal information (birthdate, Social Security Number)
- Wrong degree listed
- No contact information
- Spelling and grammar mistakes

Action Verbs

ANALYTICAL	COMMUNICATION	EFFECTIVENESS	IMPROVEMENT	INTERPERSONAL	SUPPORT	LEADERSHIP	VERSATILE VERBS
Analyzed	Answered	Accomplished	Enhanced	Acted	Assisted	Administered	Ensured
Assessed	Authored	Completed	Expanded	Advocated	Contributed	Advised	Explored
Adapted	Clarified	Developed	Expedited	Collaborated	Participated	Challenged	Formalized
Catalogued	Communicated	Devised	Improved	Connected	Served	Coached	Gathered
Coded	Composed	Engineered	Increased	Counseled	Supported	Coordinated	Implemented
Compiled	Conveyed	Established	Perfected	Demonstrated		Delegated	Improvised
Consolidated	Drafted	Exceeded	Recommended	Educated	TECHNICAL	Directed	Incorporated
Critiqued	Edited	Generated	Redesigned	Energized	Calculated	Eliminated	Integrated
Defined	Emphasized	Influenced	Reorganized	Engaged	Entered	Encouraged	Introduced
Diagnosed	Illustrated	Instituted	Repositioned	Enlisted	Designed	Founded	Leveraged
Diversified	Informed	Launched	Restored	Facilitated	Developed	Guided	Maintained
Evaluated	Instructed	Reached	Restructured	Greeted	Formulated	Headed	Marshaled
Examined	Marketed	Resolved	Revised	Interviewed	Measured	Hired	Modified
Identified	Persuaded	Solidified	Revitalized	Mediated	Patented	Hosted	Monitored
Investigated	Presented	Solved	Simplified	Motivated	Programmed	Initiated	Observed
Judged	Promoted	Structured	Transformed	Negotiated	Tested	Inspired	Performed
Researched	Publicized	Strengthened	Updated	Partnered		Led	Piloted
Sorted	Reported	Succeeded	Upgraded	Reconciled	SAVINGS	Managed	Qualified
Strategized	Responded			Recruited	Eliminated	Mentored	Realigned
	Summarized	HANDS ON	ORGANIZATIONAL	Rehabilitated	Reduced	Navigated	Received
CREATIVITY	Translated	Assembled	Filed	Represented	Saved	Officiated	Recognized
Conceived	Verbalized	Built	Organized	Taught	Streamlined	Orchestrated	Regulated
Conceptualized	Wrote	Constructed	Planned	Trained		Oversaw	Retrieved
Innovated		Delivered	Prepared	Tutored		Presided	Reviewed
Invented		Designed	Processed	Unified		Ran	Secured
Pioneered		Distributed	Recorded	United		Supervised	Selected
Proposed		Fixed	Scheduled	Welcomed			Surveyed
		Operated	Standardized				Targeted
		Rebuilt	Systematized				Utilized
							Verified
							Worked