

ADV3550

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STUDENT RESUMES

Student resumes present unique challenges - here are tips for making sure you stand out from the crowd.

A resume has only one purpose - to generate interest and interviews. It doesn't have to get you a job and it doesn't need to cover your life history. In one page it simply has to pique the interest of the reader and answer the only question he cares about: will this candidate add value to my company?

Most students worry about this because they feel that they can't show they can add value until they've had more work experience, but this is not true at all. There are many ways to show you can add value.

Student Resume Tip #1: Understand Your Target Companies

To show that you can add value, you need to know what potential employers are looking for. Start by researching job postings that interest you. Look for frequently-mentioned requirements. Ask professionals in your target field what they consider important.

Knowing what is important to employers allows you to focus your resume effectively.

Student Resume Tip #2: Create a Value Statement

Don't begin your resume with an objective statement that describes what you're looking for. Instead, begin with a value statement that describes what you can offer potential employers. The difference is in focus. It's not about what you want - it's about what employers need.

Student Resume Tip #3: Create Strong Content

Your resume content will come from your own unique experiences, skills and background but – as a general guideline – you should include:

- Positive personal characteristics
- Technical and computer skills
- Coursework relevant to your desired profession
- Educational accomplishments (include your GPA if it's over 3.0).
- Skills and experience gained during internships or summer jobs
- Other related accomplishments (design awards, recognition, winning competitions etc.)
- Work History.

The key is to emphasize those things that demonstrate value given the needs of employers and leave out those things that don't.

(http://www.freeresumehelp.net/student_resumes.html)

Outline of a Resume

Name

Address 1

City, State, Zip

Phone

Email Address

Qualification Statement

Education

Relevant Coursework

Work Experience

Internships/ Volunteer Work

Design Skills

Technical Skills

Awards and Honors

Other Experience/ Languages

References Available Upon Request

Each item should start with the most recent and include dates.