

UNIVERSITY OF MARYLAND ALUMNI ASSOCIATION

# RESUME GUIDE



ALUMNI  
ASSOCIATION

# INTRODUCTION

Did you know that on average, a recruiter only spends **six seconds** on a resume? What information would you want them to see if six seconds was all you had?

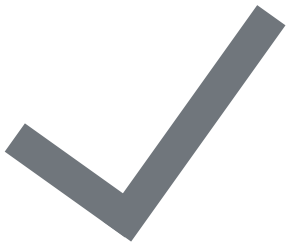


Your resume is a crucial part of building your professional brand, your job search and path towards career advancement. Follow this guide to open doors to better and brighter career opportunities and create a resume that is **purposeful**, **results-focused**, and **tailored to a T(erp)**.

## PURPOSEFUL



With only seconds to spare, creating a resume with purpose is essential. In an increasingly competitive job market, you must ensure that you have a clean, well formatted and easily digestible resume. Hiring managers want to quickly identify who you are, what you've done (and how it relates to the job you're applying for) and why you'll bring value to their company. Follow the format below to create a resume of purpose.



### A resume is:

- A tailored summary of your skills, abilities and accomplishments
- A brief advertisement of who you are
- A snapshot of what you could offer a new company
- The means to secure an interview



### A resume is not:

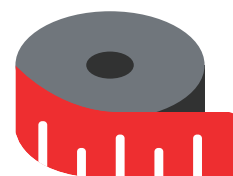
- An autobiography
- A complete synopsis of your professional career

# RESULTS-FOCUSED

When preparing your resume, focus on the results. The reader wants to know the “so what” behind your job responsibilities. In each bullet, include the action taken, context to support the action and the “so what,” or results of this action. When appropriate, use numbers and data to define the results. Using this format will catch the eye of a hiring manager.

**CHANGE** "Oversaw email marketing strategy to increase sales" **TO** "Collected survey data from 1,000 email subscribers and implemented four new marketing strategies that helped increase sales numbers by 15% within three months."

**CHANGE** "Oversaw successful fundraiser" **TO** "Manage a team of 17 people to execute a successful fundraiser that brought in \$500,000 in revenue."



# TAILORED TO A T(ERP)

Assuming that you already have your **resume bank**, each unique resume you submit should be tailored to the position description.

## Ask yourself:

- What words consistently come up on the job description?
- What skills do they list as preferred? Which are required?

**Resume bank:** complete history of your professional experience that you pull from to create a tailored resume.

**Now:** Pull out any relevant experience from your resume bank to meet these skills, words and requirements.

- Can you swap out any synonymous **action words** with those used in the job description?
- Are there any **transferable skills** or scenarios you can use to meet the criteria of the position?

**Pro tip:** come up with a list of examples of when you've exemplified these skills in preparation for your interview.

**Action words:** rather than describe your job, resume action verbs paint a vivid picture of your expertise and professional wins. Check out Forbes' list of top action words [here](#).

**Transferable skills:** what every worker gains from any professional experience, relevant to the position or not (ex. communication, teamwork) View Indeed's list of top transferable skills [here](#).

# A RESUME SHOULD INCLUDE:

## Name/Contact Information

1

## Work/Professional Experience

2

As the most important part of resume, this should occupy two thirds of a page

### Include:

- Official job title, company name, location
- Month/year timeline of employment
- 3-5 bullet points of accomplishments

### Choose your format:

- Chronological, functional or combination

## Education History

3

- Write your degree in full (Ex. Bachelor of Science, Master of Arts)
- If your degree is general, include any specialization or relevant coursework

### If you graduated in the past...

- **5 years:** Include month and year of graduation, GPA, relevant coursework, volunteer and leadership experience
- **10 years:** Include year of graduation, relevant coursework
- **25+ years:** Include year, if multiple degrees list chronologically

## Skills

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Only include skills that enhance and diversify your application, including:

- Certifications (IT, industry-specific)
- Languages
- Professional organizations/leadership

## Testudo

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- Full name
- Email address, Linkedin and Phone number
- Zipcode

## Work/Professional Experience

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**Chronological:** resume format that lists your work history in order of when you held each position, with your most recent job listed at the top of the section.

**Functional:** resume format that focuses on your professional skills rather than each job you held and when you held it. The biggest difference between a functional resume and a standard chronological resume is that a functional resume groups your experience under skill categories instead of job titles.

**Combination:** resume format that combines the best features of a chronological resume and a functional resume. Its focal point is your skills summary, also called a professional profile or a qualifications summary.

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## Education History

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## Skills

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# FAQs

## **Q: How do I know when my resume should exceed one page?**

**A:** If you look online, you'll find that the answer to this question can be quite subjective. Generally, remember this tip: **Quality over quantity**. If you do exceed one page, make sure you are presenting new skills and accomplishments instead of repeating what the reader may already know from previous experience.

## **Q: What type of resume is best for my experience?**

**A:** Although the chronological resume is the most common and preferred resume format for recruiters, you may want to consider the functional or combination formats to properly highlight your experience. For example, if you have gaps in your work history, you may opt for a functional resume to highlight your skills and abilities. If you're a mid to senior level professional, consider the combination format to highlight both your career progression and concrete skills and achievements. If you're new to the workforce, stick with the chronological format to best exemplify the snapshot of your educational and professional advancement.

# RESOURCES

Your Alumni Association is here to help you at any stage of your professional journey. Check out our [\*\*Alumni Association career resources\*\*](#) and some exclusive tips from Terps with years of experience in the industry.

## **Danny Rubin '07, Founder, Rubin Education**

"It's important to incorporate numbers in your work experience whenever possible. Instead of writing that you 'manage a large team' or 'oversaw a successful fundraiser,' add statistics to deepen your case, like that you 'manage a team of 17 people.' You own numbers no one else can share -- so share them!"

## **Patricia Povlitz '90, Director of HR, Goodwin House**

"Be sure to omit personal attributes, e.g., great attitude, hard worker, highly ethical. Those things should be a given. Mentioning them only makes the reader wonder if it's true. Instead, use the space to highlight more of your results and contributions."

## **Lakeisha Matthews '04, Owner, Right Resumes & Career Coaching**

"Use job announcements to infuse keywords into your resume and to add content based on what the employer is seeking in a candidate. Remember, the employer is the audience, not the job seeker."