



RESUME ADVICE

Writing a resume can be tough, especially when you have not had much professional experience. To help you present your best self for the SWD Internship Program, here are some tips on creating a resume that will get you noticed!

7 Tips for Creating a Great Resume:

(http://www.resume-now.com/lp/rnarsmsm63.aspx?cobrand=RSMN&tag=140711164419518&hitlogid=228008099&utm_source=GAD&utm_medium=SEM&utm_campaign=Misc-1-9067)

Ditch the stale objective statement

We've all seen an objective statement that goes something like this: "Looking for an entry-level position that will help me gain skills and allow me to contribute to an organization." This tells the reader nothing about the person's goals or relevant skill-set. Instead of your run-of-the-mill objective statement, use the space to give the reader your elevator pitch. In three to five sentences, explain what you're best at, most interested in, and how you can provide value to a prospective employer.

Describe your contributions

Use bullets under each job description to describe how you contributed or supported your team or manager's projects and initiatives. A recruiter or employer is not expecting you to have a long list of professional accomplishments when you're fresh out of school – don't freak out. They do, however, want to get a sense of what you've been exposed to and if it's relevant to the role they're filling.

Play up your strengths

Your relevant work experiences and internships are key selling points to employers. However, if you don't have much experience to list, focus on highlighting the areas where you've shined the most. For example, if you've received a number of awards for academic achievement, such as academic scholarships or making the honor roll, then create an Honors section below your education information. If you were cum laude, include that in your education section. If your GPA (cumulative or in your major) is brag-worthy, then include it next to your degree. If not, leave it off and focus on your other accolades.

Highlight your leadership skills

As an entry-level professional, there's more flexibility with the resume format. For instance, it might make sense to divide your experience into "Relevant Work Experience" and "Additional Work Experience" sections so that your relevant internships are at the top of your experience. Other students can benefit from including a "Leadership" section after their "Work Experience" to highlight their involvement in leadership programs or volunteer work, or to mention any positions they held within extracurricular activities.

Include a skills section

Don't assume an employer knows what skills you possess. If you're well-versed in social media channels list them. The same goes for your familiarity with computer programs. Depending on the role you're pursuing, these skills could be valuable selling points.

Keep the presentation clean

The average recruiter looks at a resume for 6 seconds, so stay away from crazy fonts, colors and images. Be consistent in how you represent locations ("Atlanta, GA" vs. "Atlanta, Georgia") and time ("Summer 2012" vs. "May 2012 - August 2012" vs. "05/2012 - 08/2012"). Stick to a black font that's easy to and a plain white background.

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What NOT TO DO when Creating your Resume:

Do yourself a big favor and proofread your resume and then have someone who knows you proofread it as well. Typos and grammar mistakes on a resume can kill your chances at a great opportunity.

Make sure to look at your resume critically. Ask yourself, "Did I show leadership skills in this resume? Did I explain how I contributed in my former work experience? Can an employer tell what I accomplished from this resume?" Potential employers want to know about how you applied yourself, not just what you did. A good tip to help with this is to use action verbs.

Here is a good example from Monster.com:
Resume items as Job Duties

- *Attended group meetings and recorded minutes.*

- *Worked with children in a day-care setting.*
- *Updated departmental files.*

OR, Resume items as Accomplishments

- *Used laptop computer to record weekly meeting minutes and compiled them in a Microsoft Word-based file for future organizational reference.*
- *Developed three daily activities for preschool-age children and prepared them for a 10-minute holiday program performance.*
- *Reorganized 10 years worth of unwieldy files, making them easily accessible to department members.*

For an internship opportunity, make sure you create a resume that communicates your willingness to learn, your ability to work with others, and your leadership skills. This will require tweaks to an existing resume. Remember, in this instance a one-size-fits-all approach will not work.

Finally, make sure your resume is easy to read. The fonts should be all the same type and size, the content should pop out and not seem hidden. If you work at creating an action based resume, you will also be sharpening your communication skills when you get the call for an interview.

Good luck! Remember, involvement in Students With Diabetes communicates leadership skills to employers. Don't leave this one off. 😊