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Resume Writing

The purpose of a resume is to make the employer interested enough to want to learn more about you. It is a written summary of your personal history and qualifications for a particular job or type of employment. You should include the following information in your resume:

Identification: Give your name and both your temporary and permanent addresses and phone numbers. Dates you can be reached at each place are helpful.

Employment Objective (also called Career or Job Objective): This should be a statement of the kind of employment you are seeking right now. (An indication of future career direction may also be included.) Be specific enough so prospective employers can see that you are genuinely interested in satisfying their employment needs.

Education: Include degree(s) received, names of schools (including city and state), dates attended and major and minor areas studied. List the most recently attended institution first.

Experience: List job title or position, name, city, and state of employer or organization, dates of employment (use months and years), and a brief description of your duties and responsibilities. Mention any significant accomplishments and skills that you obtained. If you have had limited professional or related experience, try to relate responsibilities you had to the prospective job, for example, supervision, public contact, materials preparation, or budget planning.

Honors/Awards: Optional.

Military Experience, Certificates or Licenses, Publications, Professional Memberships, Affiliations, and Clubs: Include if applicable.

Activities: Emphasize activities that would enhance your image in the employer's eye.

Credentials or References: References should not be listed on the resume. Type a list on a separate piece of paper and have it available at an interview. A statement such as "References available upon request" is optional.

SUGGESTIONS

- Try to confine your resume to one page. If you have extensive work experience, try to limit it to two pages.
- Use your own writing style. Strive for a clear, concise description.
- Remember, the repetition of any word distracts your reader. By constantly keeping the reader's needs and interests in mind, you will control your use of pronouns such as "I," "he" and other commonly overused words.
- Do not include personal data on your resume (e.g., marital status, height, weight, sex, health status, etc.)
- Most Important: Have an objective individual proofread and evaluate your resume. Counselors are available in the Career Services for resume review.
- Have your resume duplicated (off-set printing) so that each copy looks as good as the original, or laser print each one individually. Use white or off-white 24 lb paper (20 lb is too thin, 32 lb. Is too thick). Use black ink.