

The purpose of a resume is to get an interview. Employers use resumes to eliminate candidates; don't give them a reason to eliminate you. There is no single, right way to prepare a resume, but there are many wrong ways. Be your own best salesman and promote your private company, Me, Inc.

**An Overview of Resumes:** A resume is your marketing tool. It is about YOU, not just the jobs you have had. A resume focuses on your future, not on your past. It summarizes your accomplishments and your positive influence, not just your job duties. The resume also documents the skills you enjoy using.

First impressions of you, and of your resume, are made in the first few seconds! Make sure the resume looks neat and professional. Make sure your name stands out. Be concise. Do not include photographs. Do not be afraid to be creative, but use caution.

### Preparing an Effective Resume

- Include your objective(s)
- Detail your educational history
  - List anticipated graduation date
  - Include your GPA (If 3.0 or above)
- List work experience
  - Use action verbs
  - Include full-time jobs, part-time jobs, and Internships
- List college activities in which you have been involved
- List awards and achievements
- Include relevant volunteer and/or community experience
- List personal computing, Internet, or technology skills relevant to the job or the company - **BE SPECIFIC**
- Do not list references directly on the resume, except in rare cases
- Let others review your resume



Refer to page 5 for a list of **sample action verbs** and **computer skills** to utilize in your resume.

## The Personal Statement

A personal statement, sometimes called a statement of purpose, can convince an admissions committee of your merits. The personal statement is a chance to shine and to distinguish yourself from other applicants in an area other than raw scores.

What you put in your personal statement depends on the program you're applying to. To create a focused and bright essay, you could concentrate on one critical event. It could be an epiphany you had during your research, a defining moment with your family, or a personal achievement of which you are particularly proud. Also, address why this particular program is a perfect fit for you. This aspect will make it clear to the admissions committee why you are choosing their institution. Clearly indicate your commitment to finish the program successfully.