



# Quick Résumé Pointers

ENGL 308 Technical Writing, NIU  
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# Prof KL uses old memes to teach you to avoid resumè pitfalls



# Résumé

- Refer to your skills inventory work
- Make sure the most fitting skills appear in your résumé
- Have a copy of the job/internship ad close as you compose your résumé
  - Make note of key requirements, responsibilities from ad and make sure they appear in your résumé



# Résumé Research



# Résumé Research

- Different occupations have different résumé expectations
- Example: As a college professor, I am expected to have 9+ pages in my résumé, and refer to it as a cv.
- Talk to professors in your major, talk to folks working in your field to find out terms you should use, how your résumé should look, etc.



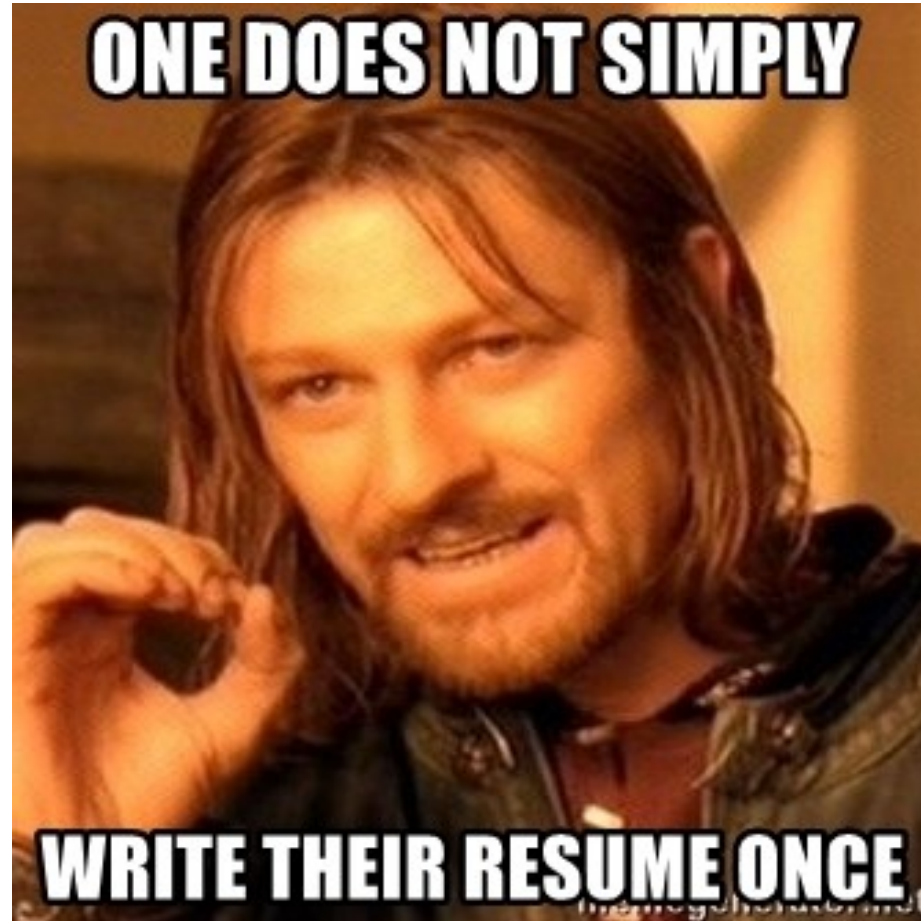
# More than one Résumé

- It is incredibly easy to edit and revise your résumé to reflect each job you apply for.
- You may have more than one version of your current résumé, each reflecting a different aspect of your skills.





# Keep Your Résumé Current!



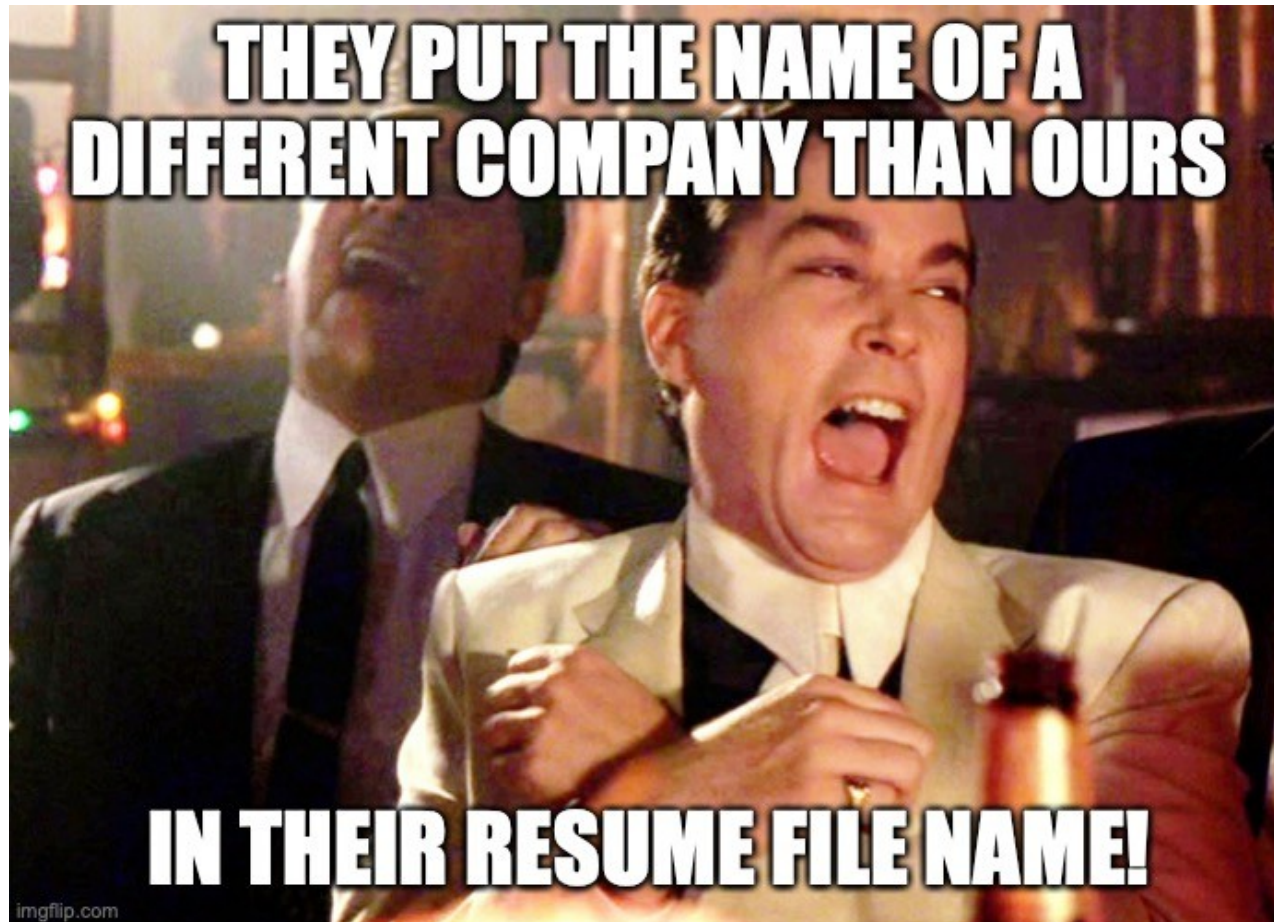
# Keep Your Résumé Current!

- ABU – always be updating your résumé (end of every semester while in school; out think about the classes you just finished and work you did.)
- Keep notes of new projects, skills, courses, etc, once you reach the full-time workplace.





Just be careful with multiple versions of the document



Don't be basic





**I DON'T ALWAYS USE  
A TEMPLATE FOR MY RESUME**

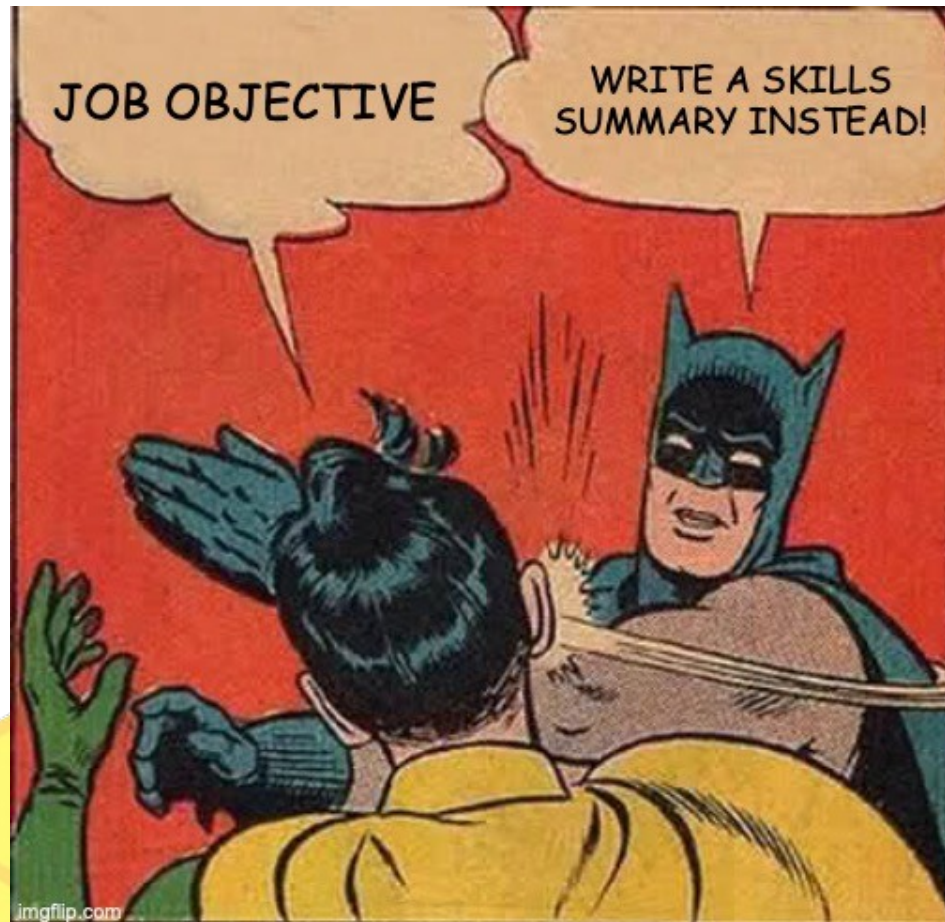


**BUT WHEN I DO, I  
AT LEAST CHANGE THE FONT**

**Make the template  
your own:**

- **Change typeface styles**
- **Change body font size to better fill the space**
- **Be careful of color use – consider if someone prints your resumé, if the color interferes with readability**

Objective: “I seek a [specific job title]”  
Skills statement: “I am a [person with these talents]”







Be very judicious of including anything but the very most impressive elements from your high school life:  
Validictorian  
State Championship  
Competed in the Olympics :)

Employers want to know what you are doing currently or recently – and you do not want them to think of you as a recent high school grad.



**TWO PAGE  
RÉSUMÉ WITH  
STUFF FROM  
HIGH SCHOOL**



**ONE PAGE  
RÉSUMÉ WITH  
RELEVANT  
COLLEGE COURSE WORK**



**BALANCED  
AMOUNT OF TEXT  
AND EMPTY SPACE**

**EDUCATION  
LISTED CORRECTLY  
UNDER HEADER**

**GREAT LIST  
OF RELEVANT  
COLLEGE CLASSES TAKEN**

**JOB ENTRIES  
HAVE WELL  
WRITTEN TASK  
DESCRIPTIONS**

imgflip.com



# Proofread, proofread, proofread!



## Get multiple eyes on that document!

# Résumés are:

- Very familiar and common
  - Content matters, but you want them to be easily read
- Originally designed to be exclusively printed
  - So they need extra proofreading (in case a second page is generated)
- Please do the readings!
  - Posted to Blackboard in the Employment Project Module.

