

Resume Styles Change over Time

Here is a list of points to consider when writing your resume for the 21st Century.

These suggestions reflect the new practice of scanning resumes into a database. Resumes are easily managed in a database and keyword sorts are used to select candidates with specific skills and experience.

You'll want to make your resume scanner friendly and increase your chances of being selected for consideration by using keywords.

Things to avoid on your resume:

- Never put anything above your name on your resume. No contact information/address above your name. Scanned resumes assume that your name is on top.
- Unless you think your dates are your most important selling point do not put dates in the left column. We read from left to right – save the left edge for the most important points/words.
- Do not use italics, underlining, unusual fonts, or tabs – they confuse scanners.
- Do not list your High School diploma, unless specifically asked to do so.
- Do not use a resume template unless you know how to modify it - they are not scanner friendly.
- Do not use cute graphics when applying for professional positions unless you are applying to be a graphic designer – in which case you'll want a sophisticated graphic.
- The word “major” doesn't belong on your resume – name your degree: BS in Accounting etc. If you earned a minor you want to draw attention to, say: Information Systems minor.
- Do not give a starting date for your Education. Employers want to know when you will be available to go to work. They will know that from your graduation date: May 2006. For graduation dates more than a year out use “Anticipated Graduation May 2008”.

Ideas to enhance your resume:

- Use whichever is highest, your overall GPA or your major GPA. If your GPA is not noteworthy, leave it off unless specifically requested to include.
- If your GPA is lower than you wish, using a statement like: Worked full time to support education. Or, Worked 30+ hours, may be effective.
- Sell yourself by quantifying your experience, using specific examples. Paint brief word pictures of what you contributed/accomplished in each position.
- Use the language of your major/degree – select verbs carefully.
- Create a “Reference Sheet” and use the same header/contact information that you use on your resume. Include: name & job title; company; city & state; phone & email of contacts.
- If your address will change after graduation you might list an “After 5/6/06” address.
- Put your highest degree on top:

Southern Utah University, Cedar City
Masters of Accountancy May, 2007
BS, Accounting May 2006
GPA 3.7

- Use Keywords in your resume to increase your chances of being selected for consideration. The Keywords you noticed in the job description/job posting are your best clues.
- Use standard fonts on your resume, and **bolding** and CAPITALIZATION to highlight items.