

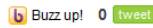
SheKnows : Parenting : Teens, Tweens & College : Resume tips for new grads

Resume tips for new grads

STARTING YOUR CAREER OFF RIGHT

Elizabeth Weiss McGolerick

Rate this Article:



With college degree in hand, new graduates now have the challenge of making themselves look good on paper. These resume tips for new grads – from recruiters, human resources representatives and career counselors – offer wisdom about how to stand out amid a sea of competition.



Everything counts on a resume – from font to length to formatting to wording. Most important, of course, is the content. Bruce Hurwitz, Ph.D., president and CEO of Hurwitz Strategic Staffing, Ltd., says, "All employers are looking to hire problem-solvers and leaders. They are looking for potential. That is why graduates need to focus on their volunteer, association and internship experiences."

The following tips are designed to help new grads create a professional resume so they can land interviews and, ultimately, a satisfying job.

Children 15 months to 5 years of age



Prescribing Information

Please see Indication for Plevnar 13™ below

IMPORTANT SAFETY INFORMATION

- Plevnar 13™ should not be given to anyone with a severe allergic reaction to any component of Plevnar 13™, Plevnar® (Pneumococcal 7-valent Conjugate Vaccine [Diphtheria CRM197 Protein]), or any diphtheria toxin-containing vaccine.
- Plevnar 13™ may not protect all individuals receiving the vaccine. Children with weakened immune systems may have a reduced immune response to Plevnar 13™. A temporary pause of breathing following vaccination has been observed in some infants born prematurely.
- The most commonly reported serious adverse events include bronchiolitis (an infection of the lungs) (0.9%, 1.1%), gastroenteritis (inflammation of the stomach and small intestine) (0.9%, 0.9%), and pneumonia (0.9%, 0.5%) for Plevnar 13™ and Plevnar®, respectively.
- The most common side effects are redness, swelling and tenderness at the injection site, fever, decreased appetite, irritability, increased sleep, and decreased sleep. Any side

SIGNUP FOR OUR NEWSLETTER

your e-mail :

SIGN UP >

SPECIAL FEATURES

- Celebrity Gossip
- Style Tips
- Free Kids Activities
- Find a Recipe
- Find a Gift
- Love & Sex Tips
- Pregnancy Tips
- Celeb Photos

FIND MORE!



RESUME MUST-HAVES

While each person's resume is very individual, Hurwitz advises that every resume contain the following:

- **Contact information** – Include name, address, phone number and e-mail as the header of the resume, and make sure your voice mail message is professional.
- **Education** – Place near the start of the resume. List school name, major/minor, graduation year and if you graduated with honors.
- **Work experience** – Starting with the most recent and listed in descending order, include jobs held after high school as well as internships. Note employer, location, dates of employment, brief blurb about the employer and bullet points highlighting responsibilities.
- **Volunteer position** – Volunteering shows character and involvement so, where applicable, note the organization(s), responsibilities, length of service and leadership roles.
- **Awards and honors** – Accolades show that other people think the graduate is impressive. List award name, organization/company that presented it and the year awarded.
- **Activities** – List activities that show initiative, people skills and leadership abilities.
- **Languages** – Always list foreign language proficiencies.
- **Military service** – If applicable, include years of service and rank.

WHAT TO OMIT

Hurwitz stresses the importance of not including personal information such as age, marital status, children, religion and so on. Do not include a photo of yourself on the resume – you're not being considered for an interview based on your appearance (no matter how cute you might be).

Unless they are specifically asked for in the initial application, Hurwitz strongly advises against including references on your resume. "Only after the graduate has met with the prospective employers, and feels she would want to work for them, should she provide references."

Also, for college grads, high school can be omitted from the education section, says Lynne Sarikas, director of the MBA Career Center at Northeastern University.

PROS AND CONS OF INCLUDING GPA

"You don't necessarily need to include your GPA; usually people only include it if it's high," says Vicki Salemi, recruiter and author of *Big Career in the Big City*. One way to buttress is your GPA is to show it in relation to other responsibilities. "Perhaps you were on a varsity team and were a campus tour guide while maintaining a 3.8 GPA. This shows you have the ability to not only multi-task but successfully manage your time," says Salemi.

FORMATTING BASICS

"Do not do anything strange in your formatting," says Jerri Barrett, vice president of marketing for the Anita Borg Institute for Women and Technology. "We had one applicant put in random yellow highlights in her resume; they didn't even make sense." A wide range of fonts, colors and formatting will only detract from your qualifications, not enhance them. (The exception is for an art-related position that calls for creativity, says Michael Trust, career and business strategist and certified executive career coach.) Hurwitz recommends plain white paper, no graphics, one-inch margins, black ink and a 12-point, standard font.

Rob McGovern, founder of CareerBuilder, CEO of Jobfox and author of *Bring Your A-Game: The Ten Secrets of The High Achiever*, adds that all resume formats are not created equal. "Populating your resume with bullets, boldface, indenting, etc. is fine when handing a physical resume to a prospective employer or recruiter, but not always ideal when submitting a resume online directly to an employer. In the latter case, the resume often goes into a database where formatting is stripped. Consider maintaining two resume versions: one formatted for print hard copies, and an 'e-version' for submission to employer databases that is still readable when formatting is stripped."

Another way to maintain formatting: When e-mailing your resume, save the final as a PDF instead of a Word document to ensure that the document will be easily readable on any computer.

“

Get a simple but professional email address to use for your resume marketing.

”

position, cautions Trust.

It also is time to upgrade your email. "Get rid of that college email," says David Lewis, regional director of Express Employment Professionals and author of *The Emerging Leader: Eight Lessons for Life in Leadership*. "JSmith@MyCollege.edu is almost as negative as SexyKitty85@Yahoo.com."

BE KEYWORD SAVVY

Keep in mind that major corporations do not read resumes, they scan them, says Hurwitz. To make sure your resume will be found for the right job openings, keyword-optimize your resume. "Employers are increasingly utilizing resume-screening software when evaluating job candidates. The software scans resumes for specific keywords related to a job's requirements, pushing keyword-laden resumes to the top of the proverbial stack," says McGovern. "Read the job posting carefully, and weave keywords into the resume in a way that does not disrupt flow and readability." This means that the resume will have to be customized for each

-
- Family Fun
- Pregnancy
- Babies
- Kids
- Teens & Tweens
- Coloring Pages
- Kids Activity
- Baby Names
- Super Moms
- Real Moms
- TTC & Fertility
- Preg Calendar
- Pregnancy Books
- Adoption
- Parenting Tips
- Parenting How-Tos
- Grandparents
- Mom & Dad
- Toddlers
- Step-Parenting
-



Get Connected

- Due Date Club
- Baby Club
- Points & Prizes
- SK Book Club
- Daily Updates
- Find a Recipe
- TV Talk
- Enter to Win

Advice & tips
for SHOPPING
on a budget!



HOW LONG IS TOO LONG?

There is some debate about how long a new graduate's resume should be. While some experts say a two-to-three-page resume is perfectly acceptable, Sarikas says, "Your resume should never exceed one page at this stage of your career – employers won't read more than that. Focus on keeping only the most recent and relevant accomplishments." Better to be safe than annoying – keep things brief.

FOCUS ON GOALS ACCOMPLISHED

To populate your resume with stand-out phrasing, Shawn Graham, author of *Courting Your Career* and career expert blogger for Fast Company, recommends focusing less on job duties and more on impact. "If all you do is rehash a standard job description in your resume, recruiters won't know whether you were a strong or marginal performer." Graham recommends asking yourself the following questions as you write your resume so you can differentiate yourself from other candidates:

- **Did you make recommendations? If so, to whom? Were they adopted?**
- **Did you find a way to save the organization time or money? If so, how did you do it and approximately how much time or money did you save?**
- **Did you improve customer service? If so, how do you know? Are there any measures associated with the change that you can highlight?**

"Remember that the resume is a marketing piece to get you in the door; not to get you the job," says Trust. "The resume should answer the fundamental question for the organization: 'What can this person do for me?' not 'What can this organization do for me?'"

OBJECTIVE OR NO OBJECTIVE?

Many experts encourage job applicants to drop the outdated objective statement from the resume. "A summary of qualifications should capsule your target job, and what you offer, in three lines or less," says Lewis. Instead of talking about what you want, talk about what skills and qualifications make you a great candidate. Hurwitz suggests doing this through a list of three to five bullets titled "selected accomplishments" and by focusing on problem-solving and leadership.

"The candidate should list things of which she is especially proud, things that will differentiate her from other candidates," says Hurwitz.

MAKING UP FOR LACK OF JOB HISTORY

“

Yes, I'm young. I've never had a real job before. But look at what I have succeeded in doing while being a student. Just imagine what I'll be able to do for you!

”

Make the most of what you've got. Everyone has to start somewhere. Make up for that lack of "real world" job history by highlighting your experience with these tips from Sarikas:

- Focus on accomplishments that are transferrable, valuable and relevant to an employer (not what you liked best); wherever possible, quantify (e.g., number of sales made, etc.).
- Avoid starting bullet points with "responsible for"; always start with an action verb (e.g., managed, led, organized, etc.).
- Do not embellish or overstate accomplishments or responsibilities. Honesty is the only policy.

Also, don't be so specific that the interviewer won't know what you're talking about, advises Salemi. "Instead of saying you worked on a system that is unique to a specific company, you can say you worked on, for instance, an annual conference-booking calendar system. Speak generically."

DOUBLE-CHECK

Proper spelling, grammar and punctuation count tremendously. It's too easy in today's text-message world to accidentally and carelessly use abbreviations and slang – which will make you stand out in a bad way to potential employers. "I automatically eliminate anyone who has typos in either their resume or cover letter," says Barrett. "If you can't be careful with something this important, why would I trust that your work would be any better?"

And finally, don't ever apply to a job by sending your resume only, says Sarikas. "Your resume should always be accompanied by a customized cover letter which focuses specifically on the position posted. This gives you an opportunity to relate your experience and relevant skills to the specific position."

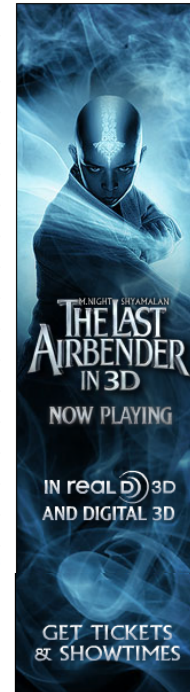
your e-mail : [SIGN UP >](#)

SPECIAL FEATURES

- Celebrity Gossip
- Style Tips
- Free Kids Activities
- Find a Recipe
- Find a Gift
- Love & Sex Tips
- Pregnancy Tips
- Celeb Photos

FIND MORE!

Parenting
Family Fun
Pregnancy
Babies
Kids
Teens & Tweens
Coloring Pages
Kids Activity
Baby Names
Super Moms
Real Moms
TTC & Fertility
Preg Calendar
Pregnancy Books
Adoption
Parenting Tips
Parenting How-Tos
Grandparents
Mom & Dad
Toddlers
Step-Parenting



SHEKNOWS presents
THE
MOMMY
FILES

Psst... New Moms,
we have a secret
(that now one else will tell you)

[FIND OUT >>](#)



Get Connected

- Due Date Club
- Baby Club
- Points & Prizes
- SK Book Club
- Daily Updates
- Find a Recipe
- TV Talk
- Enter to Win

EXPECTING?

Find out all you need to know for your pregnancy!

