

- Concentration, name of degree-granting institution, and grade point average (3.0 or higher suggested unless in engineering, then must list regardless). Listing other schools or colleges attended or dates of attendance may not be necessary.
- Experience: summer, cooperative education, part-time, full-time, senior project, class project, enterprise project, labs, entrepreneur, extra-curricular leadership -- paid or volunteer. Include: dates, employers, locations, position titles, and descriptions. Stress accomplishments, variety of duties performed and progressive increases in responsibility.
- Special Categories: professional honors and/or affiliations, professional certification and/or licensure, computer applications (systems and/or languages), professional development (conferences, seminars, workshops), memberships (professional and social), technical skills, technical highlights, extracurricular activities, foreign languages and/or awards.
- References: List previous employers or supervisors and not personal references. You should list those that can vouch for your work ethic and experience.
- For more information and sample resumes please visit: <http://careerservices.siu.edu/students/resume-guidelines.html>



Megan Jones , PHR, SHRM-CP

COO , Managing Partner



Heather Goines-Evans

Vice President



Gail Barger Lannom

President

618-969-8800  
[www.priorityprofessionalgroup.com](http://www.priorityprofessionalgroup.com)

1008 W. DeYoung Street  
 Marion, IL 62959

1442 N. 8th Street  
 Vandalia, IL 62471



## Guide to Building the Perfect Resume



*Careers are our Priority!!!*

# Resume Guidelines

The resume is a focused summary of the qualifications, skills and background that you have to offer a potential employer. It is an accomplishment-oriented document. A resume forms the first impression an employer will have of you and represents you in your absence. The primary purpose of a resume is to obtain an interview.

- Highlight unique skills.
- Concise action phrases using action verbs rather than complete sentences.
- For scanned resumes, use keywords; be specific in naming skills; avoid lines, graphics, columns and italic type.
- Avoid use of personal pronouns.



- Well-organized headings and presentation that encourage the reader's attention.
- Boldface type, italic type or capitalization used very selectively to highlight important parts of your resume (e.g. your name, major, position titles). Remember that what you highlight is what you especially want an employer to read; don't overdo a good thing. Too much highlighting can be confusing.
- Balanced use of blank space and margins.
- Rough draft critiqued by a Career Counselor or other knowledgeable person. Resume must be perfect with no spelling, typing, or grammatical errors.
- One or two pages. Use a laser printer for quality results. Dot matrix not acceptable. Print on one side only.

Duplicate at a printer or professional copy center. Select good quality 8 1/2 x 11 paper in off-white, beige, gray or other business-like color.



## Content

Include only that information which is pertinent to the desired employment. Usually this consists of:

- Contact information: name, city, state and current phone number. You might also include your permanent phone number for messages; a permanent address is usually not necessary unless you are seeking summer employment.
- Summary of Qualifications: Review the job description and summarize in approximately 5 bullets your qualifications as they relate to the job. i.e. "Five years of customer services experience"
- Education: degree and date received, major, minor or

618-969-8800  
[www.priorityprofessionalgroup.com](http://www.priorityprofessionalgroup.com)

1008 W. DeYoung Street  
Marion, IL 62959

1442 N. 8th Street  
Vandalia, IL 62471

*Serving the Tri-State area*