Designing A Résumé:

You're perusing Monster.com, looking for the latest job posting. As you click on each link, you see that every employer requests a copy of your résumé. *The American College Dictionary* defines "Résumé'' as "a summary" ("Résumé'', 1035). Reswriter.com extends this definition by referring to a résumé as "an effective marketing tool positioning you above your competition'' (Reswriter, 1).

But what should you include in this résumé? How should you present it? Though there are multiple ways to design a résumé, the contents and presentation of which will depend on the job for which you are applying, the following suggestions will hopefully assist you through the process.

Content	Presentation

Job Qualifications:
  o what makes you more qualified than another?
  o why should the company hire you?
	Eye-Catching:
	  o A résumé only gets an 8- 30 sec. glance (McIntosh, 1).

Job Descriptions:
  o Don't repeat the obvious
  o What skills \ experiences did you acquire from previous jobs?
  o **What did you accomplish in your previous roles?** Many employers are more interested in what you achieved than in a mere listing of duties.
List: data entry, promotions
Achievement: Increased the efficiency of our data entry system, put together a marketing plan that increased our sales by 10%
	Name and contact information should be bold, center, and feature a larger font

Education:
  o Level of education
  o Awards and Recognition
	Begin with the most recent information and work backwards

Professional Associations \ Volunteer Work	

Works Cited:

McIntosh, Sally. "The Write Stuff." Reswriter.com. Feb. 2010 http://www.reswriter.com

"Résumé.'' Def. 1. *Webster's Collegiate Dictionary*. 5th ed. 1941. Springfield: G&C Merriam Co. Publishers, 1943.