

# Creating Your Résumé

## **What is a résumé?**

You may be thinking “Isn’t a résumé the thing that gets a person a job?” Not quite. A résumé is a one page summary of who you are, what you have accomplished, and what you have to offer a potential employer. You should outline your experience and achievements clearly and concisely. Your résumé gives an employer insight into the person sitting in front of them at an interview. You may find that many employers even base interview questions off information found in your résumé.

## **What do I put on my résumé?**

Remember, your résumé is a reflection of you, so you should not compare your résumé to anyone else’s. You can be creative with your résumé but keep it simple, clean and easy to read. Most importantly, your résumé should be specific to the job that you are trying to acquire.

A résumé worksheet has been provided to assist you in compiling your information. Please take some time to complete the worksheet and carefully reflect upon your objective, education, work experience, skills, honors and activities.

In whatever you are trying to convey, remember to be descriptive and make your résumé specific to you. For example, if you are seeking a job in the ministry you may want to include a personal testimony, or if you are seeking a job in education, add your observation experience.

## **Still feel lost? Internet Resources**

These websites will be very useful to you. Not only do they tell you how to make a résumé and what to consider, but they give example résumés, and a place to post your résumé online for employers to see.

- [www.jobweb.com](http://www.jobweb.com) Go to site, and click on “Students” tab and then to “Résumés and Interviews.”
- [www.arkansasjobs.net](http://www.arkansasjobs.net) Go to site, and scroll to “career resources,” and click on “Paper Chase: Crafting a results driven résumé.”
- There is a wealth of information other than these two sites, just Google “résumé.”
- Pinterest – visit the “Ouachita Career Services” board at [pinterest.com](http://pinterest.com)

## Email Your Résumé to Ouachita Career Services

After you have compiled your résumé, e-mail it to [robertsr@obu.edu](mailto:robertsr@obu.edu) and let us help you make it the very best possible. If you would like to visit with us while you are in the process of preparing your résumé, you are welcome to make an appointment. We want to assist you in every way we can and will keep an electronic copy in our files. While at OBU, when you are ready to print your résumé we can print it for you or provide you with the high quality paper necessary for you to look your best.

Your résumé will become a life-long document of your work experiences. So keep it updated frequently, not just when you are looking for a job.

Rachel Roberts  
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## **Begin your job/internship search today!**

1. Go to [www.obu.edu/career](http://www.obu.edu/career)
2. Click on students
3. Log in to ***Tiger Career Connection***
4. Username is your id number (digits only)
5. If you don't know or have forgotten your password, click on "forgot password" and your log-in information will be sent to your e-mail immediately
6. Create your profile and upload your résumé
7. Review position openings as well as employer contact information. New positions are added daily so check the job board frequently!
8. Feel free to contact Career Services for assistance

# Résumé Worksheet

Name \_\_\_\_\_

## Present Address

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

## Permanent Address\*

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

\*If duplicate, leave blank.

## Summary Statement

Include any or all of the following: your career interests, your strengths, your experience, what sets you apart as an applicant. Length should be 3-4 lines max.

\_\_\_\_\_  
\_\_\_\_\_

## Education

Ouachita Baptist University, Arkadelphia, AR

Degree \_\_\_\_\_ Major \_\_\_\_\_

Minor or Emphasis \_\_\_\_\_

Graduation Date \_\_\_\_\_

GPA \_\_\_\_\_ (overall, major, or both – should only provide if it's a 3.0 or higher)

Use same format for previous degrees. High school may be included. Transfer students may note previous institutions. Study abroad experience may be included.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note academic courses related to your major or career interest:

_____	_____
_____	_____
_____	_____

Projects:  
Note projects related to your major or career interest.

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## **Experience**

Choose experiences you want to talk about. Include paid and unpaid experiences. Place most recent first. Use brief statements starting with action verbs to describe your accomplishments. Prioritize statements within each position.

Employer \_\_\_\_\_ City, State \_\_\_\_\_

Title \_\_\_\_\_ Dates \_\_\_\_\_

Responsibilities/Duties: \_\_\_\_\_

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Employer \_\_\_\_\_ City, State \_\_\_\_\_

Title \_\_\_\_\_ Dates \_\_\_\_\_

Responsibilities/Duties: \_\_\_\_\_

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Employer \_\_\_\_\_ City, State \_\_\_\_\_

Title \_\_\_\_\_ Dates \_\_\_\_\_

Responsibilities/Duties: \_\_\_\_\_

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**Skills**

Computers:

List computer skills developed through courses, work, or personal experience. Use subcategories (Operating Systems, Programming Languages, Software, Social Media, Web and Graphic Design, etc.) if it helps with organization.

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Skills:

If you prefer to highlight several different skills, use this category. You can create subcategories that best reflect or present these skills (Technical, Communications, Leadership, Project Management)

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**Honors & Activities\***

Honors:

Include campus and community honors, awards, and achievements.

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Activities:

Include campus and community activities that help an employer get to know you. Draw from student organizations, leadership, projects, athletics, volunteering, travel, personal interests and hobbies.

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\*Significant honors and activities from high school may be included for a period of time but should rotate off as you accrue university activities and experience