

The word “resume” comes from the French meaning “to summarize”, so a resume is not an autobiography. Think of your resume as an advertisement about yourself. Keep in mind that employers generally spend only 10 seconds to scan a resume; therefore, you must quickly identify for the employer:

- ¾ Who you are
- ¾ What you know
- ¾ What you would like to do
- ¾ What you have accomplished
- ¾ What you can offer to an employer

While there are different styles and types of resumes, we suggest that for most college students the chronological resume is the easiest to prepare.

(See sample resume)

Hiring managers now suggest that you do not put your street address on your resume to avoid security risks or economic profiling.