



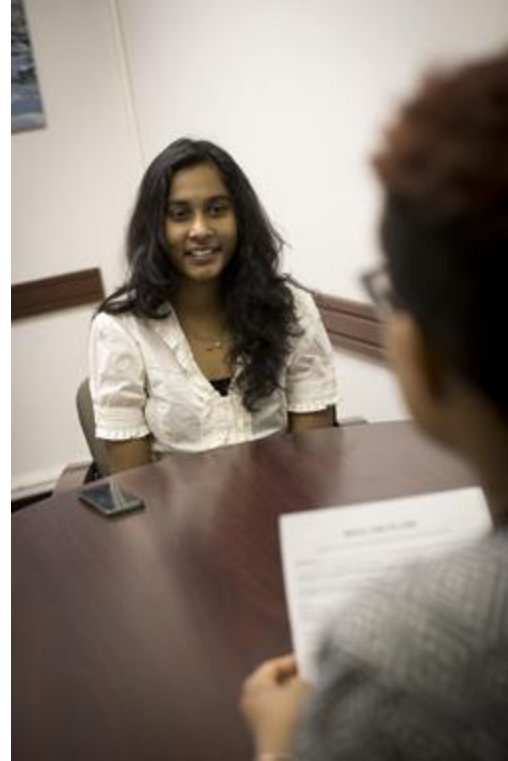
Resume Basics

Temple Alumni Career Services



Resume - Specificity

- Different fields, industries, and even companies can have specific resume guidelines
- This guide will offer generalized resume help that largely cuts across different types of resumes
- But one thing that is always true:
 - Resumes should be **specific** to the job you're applying for



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Basics to keep in mind



- It's clear that it's you – don't forget your name and contact info!
 - Address can be just city and state – generally no need for full address
- Ensure your bullets focus on outcomes and accomplishments
 - Questions to ask yourself to help generate bullets: What would not have happened unless you made it happen? What was different because of you? What made your job challenging?
 - XYZ Formula: Accomplish X – Measured by Y – Through Doing Z
- The format of your resume should make it easy to find information
 - For a design-centric or creative career, often your format choices can showcase your creative skills
 - Consistency is key! Ensure that whatever format you choose, it's consistent throughout your resume
- This is a marketing document – not a history paper!
 - You're making an argument, not bragging!
 - Be more focused on what's relevant to the job you're applying for, less concerned about the length

Questions?

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