



UNM

Office of Career Services

Resume Writing Guide

Your resume is often the first and only impression an employer will have of you and your skills. Your resume should reflect your qualities and experiences most relevant to the position for which you are applying.

The Winning Resume:

- Is 100% honest
- Presents your most important data first
- Emphasizes your assets and avoids your shortcomings
- Is brief, concise, and easy to read
- Avoids the use of personal pronouns
- Is free of grammatical and spelling errors
- Is limited to a maximum of two pages; sometimes even one page is preferred.

Format & Layout:

- Your resume should be brief, well organized, and neatly printed on 8 1/2" X 11" resume paper
- Should be 10 to 12 point font, with a "textbook" style font such as Times New Roman or Garamond
- Should be single spaced and have a good balance between characters and white space
- There are two basic resume formats: chronological and functional.
- The resume format you choose should highlight your strengths.

Chronological:

- The most common/traditional format.
- List education and experiences in reverse chronological order.
- Especially good for candidates with a strong history of directly relevant work experiences.

Functional:

- Organizes your most relevant experiences into skill areas.
- Provides employment history in a brief format.
- Works very well for career transitions, gaps in employment, or little or no work experience.

Personal Information (U.S. Standards):

- The only required information is your name, address, telephone number, and e-mail.
- Include information specifically asked for (i.e., alternate address, social security number, citizenship status).
- No other personal information should be included on a resume (i.e., hobbies, marital status, birth date, etc.).

Qualifications/Skills Section:

- Replaces the 'career objective'.
- Stated either at the top of the resume or at the end.
- Should be brief and concise.

Education:

- Include degree, major, minor, concentration, college, institution, city, state, and date of graduation.
- You may include scholarships, honors, awards, special training, relevant course work, internships, and extra-curricular activities, especially those adding to your skills and experiences.

Experience:

- Include both paid and non-paid experience.
- Include your job title, the company name, city, state, and dates of employment.
- Provide detailed information about your experiences related to the opportunity you are seeking.
- Use strong, descriptive action verbs to describe your responsibilities and accomplishments.
- Provide quantitative information when applicable.

Additional Information:

- Include qualification on equipment, licenses, certificates, language ability, computer skills, travel, publications, awards, and other achievements relevant to your career objective.
- Include professional memberships, offices held in clubs or organizations, community involvement, and relevant information augmenting your unique career experiences.

References:

- Do not list your references on the resume.
- List three to five references, such as employers or faculty members, on a separate sheet of paper, utilizing the same resume heading. Include the reference name including their credentials, title, institution, with institutional telephone number, and e-mail address.

Resume Examples

Chronological Resume

LOBO A. JOE

111 University Dr • Albuquerque, New Mexico 87131 • (505) 555 – 1889 • lobojoe@unm.edu

SKILL SUMMARY

- Experienced multibeam echosounder.
- Extensive physics background.
- SPSS software certified.
- Five plus years AMPS experience.
- Cartography training, 2008.
- Electromagnetically research team, 2008.

EDUCATION

Master of Applied Geophysics

The University of New Mexico
GPA 3.30
2010

- Co-President, Graduate Students Geographic Society
- Honors Program
- Thesis Work: "Periodic Changes in the Earth's Magnetic Pull, the Aurora Borealis, and Fluctuating Migration Patterns in Alaskan Kodak Population"

Relevant Coursework:

- Fluids in Electromagnetic Fields
 - High Energy Flux in Electromagnetism
 - Electrical Current and Migration Effects in Tundra Climate Populations
 - Fundamentals of Naturally Occurring Electricity in Large Organic Life
- Bachelor of Science in Economics*
The University of New Mexico
GPA 3.56
05/2009

- Minor in Geography
- Treasurer, Supply & Demand Club

PROFESSIONAL EXPERIENCE

GIS Technician
Museum of Southwest Biology
Albuquerque, NM
02/2008 – 05/2010

- Prepared data sets and making of soil.
 - Coordinated and supervised the work of professional and technical staff, including research assistants, technologists, and technicians.
 - Studied public water supply issues, including flood and drought risks, water quality, wastewater, and impacts on wetland habitats.
 - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Technician*
Center of the Universe Cartography and Research
Taos, NM
09/2006 – 01/2008
- Planned and conducted geological, geochemical, and geophysical field.
 - Maintained and serviced gravity and magnetic fields equipment.
 - Investigated the composition, structure, and history of the Earth's crust through the collection, examination, measurement, and classification of soils, minerals, rocks, or fossil remains.

Functional Resume

LUKAS B. LOBO

123 Lobo Lane SE, Apt. 18
Albuquerque, NM 87131

Lobofan1@unm.edu
Call (555) 444 – 1889

SKILL SUMMARY

- Highly creative thinker.
- Enjoys working with children in a project oriented work environment.
- Strong work ethic with a determined attitude.
- Strong organizational and multi-tasking abilities.
- Participates in community outreach including an annual free day of art for children in hometown for nine consecutive years.

EDUCATION

Bachelor of Arts in Art Education

The University of New Mexico

Cantamito (Spanish Immersion)

Universidad de Paloma

December 2011
Albuquerque, NM
Summer 2007
Palo Alto, Argentina

PROFESSIONAL EXPERIENCE

- **Teaching** - Developed and taught various visual arts lessons in elementary classroom setting. Strong ability to create community learning environment between students and student-teacher relationship. Strong ability to intuitively connect with individual students and classroom community. Focused on collaboration with other teachers to create cohesive learning environment.
- **Community Involvement** – Possess grant writing experience resulting from involvement with charter school experience-based farming curriculum funding search. Artist-Educator Community Arts Party which serves over 800 children in a five hour period. Mural design and organization of installation at city pool. Organizer and leader of Annual Halloween Masked Bike Ride for three consecutive years.

- **Artist** – Life-long passion to create various fine art and utilitarian items, including photography, web-based art, paintings, pencil drawings, murals and furniture. Exhibitions in New Mexico with pieces derived from non-traditional materials and mixed media.

RELATED WORK EXPERIENCE

Lincoln Elementary School
Student Teacher
Albuquerque, NM
August 2010 – January 2011

Tamarind Institute, University of New Mexico
Gallery Assistant
Albuquerque, NM
October 2010 – Present

Happy City Annual Community Arts Party
Artist Instructor
Socorro, NM
2001-2009