

Resumes best way to impress

From staff reports

In today's competitive job market, resumes are often the only chance a student has to impress an employer.

There are many ways to write a resume; some are better than others. Ultimately, the form is not as important as the content and the neatness of the final product.

Most resumes begin with a career objective. A career objective tells an employer how you fit in the organization. The career objective unifies the rest of the resume contents.

There are three vital pieces of information that must be included. The level or position title you are seeking, where within the organization you want and the skills you hope to incorporate into your job.

Recent college graduates with related job experience often use a chronological resume, which organizes information in reverse chronological order.

There are a variety of sections that can be included on a resume: education, selected courses, honors/awards, activities, interests and references. Not all of the categories need to be included. Change the order of the categories or add and delete them based on your background.

The skills resume puts your specific skill first, after the objective statement and education listings. It is used by individuals who do not have experience or education-related to their objective, but have mastered the skills necessary for the position desired.

This style of resume is used to translate your potential in your chosen career field when that potential may not be obvious from your specific background. It may be helpful when applying for a job outside of your major.

For examples of different resume layouts, see the Sample Resume Book in the Career Center Library.

University
UgC
Carolina
Class
of
1994



Ralph Gleaton
You've brought us more joy than
you'll ever know.
All our Love, Mommy dearest & Dad

University
UgC
Carolina
Class
of
1994



Stephen Hammond
Form a little boy with ABCs on his
chest to a BS in his head.
Congratulations!
We love you, Mom & Dad

University
UgC
Carolina
Class
of
1994



Cindy MacCharles
We are so proud of you. Enjoy this
great moment. We know you will
have a great and happy future
Love, Mom, Dad, & Rob

University
UgC
Carolina
Class
of
1994



Kathryn Stull
Way to go, Kiddo!
Love, Mom, Dad & Michael

University
UgC
Carolina
Class
of
1994



Matt Bullard
Congratulations on all you've accomplished!
may your future be filled with happiness and
success. We love you!
Love, Mom, Rupert, Rebekah, and Jenny

University
UgC
Carolina
Class
of
1994



Tanya Nix
A great job! You've always made us
proud.
Love, Mom & Dad