

Effective Resume Writing

Andrea Campbell
Program Manager
Career Center

As May graduation awaits, JobFest arrives and on-campus interviews begin, many students are in the process of making sure their resumes are prepared and ready to help them obtain that much-anticipated job. Realizing the resume might be their first introduction to prospective employers, students are working to make sure it introduces them and their skills in a way that will make the employers want to know more.

For USC students who are seeking a job, this is the question: Is your resume ready to represent you to employers and help you

obtain an interview? If you are not sure and think your resume may need enhancing, there are some things you can do.

Obtain the Resume Writing handout from the Career Center to help you develop or update your resume.

This handout is designed to help you better understand the purpose of the resume, various resume formats, and suggested content information. It also includes resume samples that can give you visual direction as you make your resume look really professional.

After preparing a resume (we suggest using Microsoft Word when developing your resume), bring it to the Career Center for a professional critique. Career Center staff members are trained to assist you with resume enhancements and can provide helpful suggestions for making your resume more effective.

When your resume is ready for final

printing, upload it into the Career Center database for use in On-Campus Interviewing and Resume Referral.

Contact the Career Center for information about

CareerConnections or check out the Career Center Home Page for additional information. Of course, your resume will also be ready to hand out to employers at the JobFest Career Fair and to be mailed to prospective employers with a cover letter.

It is recommended to print your resume on fine quality bond paper for an attractive professional look.

Remember that your resume represents you to employers through the words/phrases you use and through quality of appearance. Therefore, you need to give it serious consideration. The Career Center is your resource to assist in making sure you have a quality resume to use with confidence in your job search.



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