

# Resumes Matter

Tips on creating a strong, professional resume for your  
Co-op, internship or full time job search

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## About the Resume

Do not underestimate the importance of a good resume!!

Although the resume will not get you the job – it can most definitely eliminate you from moving forward. Keep in mind that the goal of the resume is to get you past the first round of elimination and get you in front of the person who has the power to offer you the position. This one sheet of paper is your first impression – you need to make it strong, solid and perfect!

## How to get started

It is all about you! – Not really...

Developing the content of your resume is the hardest part. What is it that makes you special? What should an employer know about what you will bring to the job to make the company better? How will hiring you benefit the bottom line of the organization? You need to tailor your resume to what will be appealing to the hiring manager. You want to focus your skills on what is transferable to the work setting. Employers are looking for teamwork, strong communication skills, detail oriented work, and students who are self motivated.

So how do you translate that into your resume? Have you worked on group projects in your classes? What role did you play? How did you make your team successful? What did you learn from working in the group?

You need to sell yourself. Focus on the experience you have developed, even if it has been in retail or food service – translate those skills into the role you are seeking. Use keywords that employers are looking for such as: customer service, supervisory skills, training skills, communication/interpersonal skills, meeting deadlines, decision making and problem solving. All of these could come from a job at McDonalds!

For additional information or help with your resume contact

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