



Resume FAQ's

Why do I need a resume?

The purpose of a resume is to stimulate the interest of a potential employer enough to want to interview you. Resumes provide a brief overview of your skills and experience and demonstrate your aptitude for the job you are applying for. You might use a resume at job fairs and informational interviews, to answer job ads, to accompany a request for a letter of recommendation, and as part of a graduate school application.

Do I need an objective on my resume?

While an objective was used widely in the past, employers and hiring managers are now looking for a profile statement on a resume. The profile statement details your skills, abilities, and the value you would bring to an organization or position.

What's the difference between a resume and a curriculum vitae (CV)?

A curriculum vitae (CV) is an academic resume and is used for research and college/university teaching positions. A resume is brief - usually one page - and focuses on work experience. A CV can be as long as it takes to state one's qualifications, publications, papers presented, etc. Sometimes people ask for a CV when they really want a resume. Be sure to check with the person requesting it to be certain you are using the correct version for that position.

Can a resume be more than one page?

Yes, a resume can be more than one page, but it shouldn't be unless you have extensive experience related to your job objective. Most resumes for college students and recent graduates should fit onto one page if you clearly and concisely describe your experiences.

What's the best format: chronological or skills/functional?

There is no "best" format for all resumes--it depends on what you have done and what you are trying to accomplish. Usually, if you are applying to a more conservative industry (e.g. banking) or continuing along a prescribed career path in which you have gained some experience (engineering, for example), you'll want to use a chronological resume. A skills/functional resume works well if you have little work experience, are entering a career that is very different from your educational path, or are changing careers.

Should I include jobs I've had that don't relate to the job I'm seeking?

Your resume should include sufficient experience to demonstrate your ability to do the job that you are applying for and to show yourself as a person with experience in the working world. Directly related experience is considered most valuable, but unrelated jobs can also help you to show that you have acquired necessary skills. If you are unsure which jobs to include, [make an appointment](#) with a Career Advisor.

Should I include volunteer experience on my resume?

Yes! Volunteer work allows you to acquire hands on experience and develop skills in the same way that paid positions do. Future employers want to see that you have developed skills and demonstrated them in a working environment.

Should I include my GPA on my resume?

As a student or recent graduate your academic achievement will be one of your most important assets. The basic rule of thumb is "if you've got it, flaunt it;" it is appropriate to include your GPA on your resume if it is 3.0 or above.

How can I get more help with my resume?

The Career development Center has several resume writing workshops throughout each semester. Students can attend sessions as their schedules allow. Career Advisors are also available to meet with students one-on-one to discuss resumes. Schedule an appointment [here](#). Students can also upload their resume through WarriorCareers for an on-line review.