

Article B01. Let's start at the very beginning

This article is for undergraduates, fresh graduates and those still in the early stage of their career (like in the first 5 years).

Firstly, this is not an academic dissertation on a resume or a CV. This is a tool to help you secure job interviews. We've also designed The Resume Scorecard to be your plan to present yourself as a 'complete' candidate. We'll share with you when our version is ready. Until then, you can use any standard resume format you find online or from your college career center like career.uoregon.edu/sites/default/files/files/resume-cover-letter-guide-revised-6-09.pdf. So, let's start with the common advices and get them out of the way.

Resume or CV

The UK uses "CV" while the USA uses "resume". In the USA, CV is for academic or medical careers. Some countries use resume and CV interchangeably. We'll stick with "resume".

Objective

The common advice is to state your objective clearly. My advice is that it is not necessary unless you are very clear and articulate about your objective. You don't want to write something wimpy. You won't be penalized for not having a stated objective in your resume. Remember those "I want to grow up to be a ballerina, fireman, postman, Barbie etc."?

1 or 2 Pages Resume

Don't get too hanged up about this. One or two pages is fine. As a fresh graduate, one page should be enough but if you have achievements or experiences worth highlighting, by all means, fill up the second page. Just don't have only 1 or 2 lines on the second page.

Presentation

Very important is the overall look and "feel" of the resume. The layout is important. It has to look balanced, simple, clean and professional. No pictures of cuddly puppies or starry eyes meerkat (unless you're applying to be a zookeeper).

Simple guidelines: Stick with 1 inch (2cm) margins on all 4 sides of the A4 page. Ensure proper spacing between sections.

Font Size

College students or young adults tend to use small fonts to squeeze the word count in one page. Remember that those reading your resume are likely not "young" adults anymore and some may even need reading glasses. Use a good size font (my suggestion: Calibri 11 or 12).

Accuracy

Super critical. This is not your twitter, chat room or SMS. This is a professional document. Make sure your grammar, spelling, sentence construction and meaning are correct. Run "spell check". Proof read 2 or 3 times. Ask a friend to proofread.

If there are mistakes (more than 1 or 2), the potential employer will think that either you lack command of the language, you are careless or lazy or all of these!

Next: The Resume Proper – Part 1