

## RESUMES – READY TO BEGIN?

The goal of a resume is to create a one-page ad that highlights the writer's experience in relation to their plan. It prepares you to approach internship supervisors and employers with confidence.

- *Are you a first or a fifth-year student?* Now is the perfect time to get started. Avoid missing deadlines for valuable opportunities that require an updated resume.
- *Don't wait until you commit to a major.* A resume is flexible – it begins wherever you are in life and changes as your interests and goals change over time.
- *You are invited* to attend a Career Services resume writing skill seminar or to stop by the office and request a resume prep packet for your major. These handy guides simplify the writing process by providing rules, tips, and sample resumes from students who share your major.
- *Reviewing major packets with resumes created by successful seniors* enables you to understand what peers have done to maximize hire-ability. Identifying gaps in your own experience is a valuable planning tool as you develop goals for the pre-professional profile that defines your value to employers.

How to begin? Prepare a draft resume using Career Services guidelines. Schedule a resume review appointment with staff and leave that meeting with a document that is correct, attractive, professional, ready-to-mail, and that will help you progress to your next goal.