

UNDERSTANDING RESUMES

Creating a resume is not just a writing job. Be career-savvy and maximize your success by letting Career Services help you understand the 'hidden agenda' rules of the competitive job or internship search process.

- The role of the resume is not just to highlight your assets – but to progress to the next level of the hiring process – the interview.
- That makes it especially important to understand the point of view of the reader – the employer sitting on the other side of the desk.
- For a winning resume, research job descriptions for positions of interest, and describe your assets in relation to the employer's priority needs.
- Understand that the "key word" approach to resume writing is the key to job search success.

Career Services offers over 35 versions of its basic Resume Preparation Packet, designed to meet the needs of students in Wesleyan's 35+ major fields. The packets provide major-specific resume examples and easy-to-follow format guidelines. Drop by the office to pick up a packet, and make an appointment to meet with Career Services staff to edit your document.

When the resume is complete, students are encouraged to request a Cover Letter Writing Packet and an Interview Skills Packet to help them master the next two steps in the internship or job search process. Or stop by one of our skill seminars that focus on those topics.