

RESUME WRITING SUPPORT

A resume is a summary of your education, skills, experiences, and accomplishments, as they relate to the type of opportunity you are seeking. Since a resume serves as the chief marketing tool that provides readers with their first impression of you, it should be strategically organized and well written.  
  
There are a number of ways that Career Services at LSU Shreveport can support you as you develop or enhance your own resume. Continue reading for recommendations and resources. To get help, email [career@lsus.edu](mailto:career@lsus.edu) to get started.

**BIG PICTURE CONSIDERATIONS**

* Many organizations rely on **Applicant Tracking Systems** (ATS) during the recruiting process. These “robots” evaluate application materials, scanning them for keywords that relate to the job description, job function, and industry. The more keywords you have, the higher you will rank on the list that the hiring manager receives from the system. They use this list to determine who moves on to the next phase of the interviewing process. It is essential, then, to offer clear connections between your skills and the jobs you plan to apply for. Make it clear that you have the foundational skills to step into the role that you desire by using industry and job function-specific keywords.Check out this video on the Career Services website for more information about this topic: [**CAREER SPOTS VIDEO: Keyword Search Matters**](https://www.careerspots.com/newplayer/default.aspx?key=6QJPjDO4bIzEHkjyONa6DA2&)
* **OTHER ATS CONSIDERATIONS.** ATS systems can be thrown off by document formatting, so avoid styles that “mess with” the robots. Some of the issues you need to avoid include putting information in text boxes, tables or columns, inserting images, using templates found on Microsoft Office, and including items in the header or footer of the document. ATSs have difficulty deciphering text when entered onto a the document with these methods

Essentially, you are aiming for a final product that is as close to a plain text document as possible. To set yourself up for success, start with a blank Word document and construct something that fits your needs.

**RESOURCES TO HELP YOU WRITE OR UPDATE YOUR RESUME**

There is not one right way to create a resume; instead, strive to select categories and lay out items on the page based on the audience you are targeting and based on what works best for your experience-level, your style, and your aesthetic preferences.

* **WHO IS YOUR AUDIENCE? TELL THEM A STORY THAT CONNECTS YOU WITH THEIR NEEDS.** When you sit down to write your resume, think about the story you want to tell about yourself. What do you want to communicate to the employer and how can you provide evidence that you connect to their needs?
* **FORMATS AND LAYOUTS VARY.** There are only two items you ***must*** have on your resume: your name/ contact information and your educational credentials. Beyond that, the structure of your resume will be determined by the experiences you’ve had and the degree to which they relate to the job you are targeting.

Typically, someone spends roughly 10 seconds skimming a resume before making a decision about an applicant---so you need to make a compelling argument and you need to do it quickly. To make your document easy to scan, consider using category names to group items together and provide context about where you developed your skills

These resources below will help you to execute these concepts:

* [**NACE RESUME RUBRIC**](https://drive.google.com/file/d/1HefHvc17Jsa8UOjJXq3SqCDXynKZqDJi/view?usp=sharing): Career Services professionals and employers who engage in recruiting are members of the National Association of Colleges and Employers (NACE), a clearinghouse for research, trends, and best practices related to recruiting of the college educated. This organization provides career services professionals with resources to help us educate students/alumni about what employers are looking for during the job search process. Use this resume rubric to learn about the qualities you should generally include on your resumes. Think of it as a very good “big picture view” of what your final product should include. Although it is written with an undergraduate audience in mind, there are useful nuggets to glean from it for experienced professionals.
* [**RESUME LAYOUT + GUIDELINES**](https://drive.google.com/file/d/1cjPSDDVfejfxDPTqB7uUsplTY8rGJTQr/view?usp=sharing): Consider these layout and formatting guidelines when developing or updating a resume.
* [**WRITING EFFECTIVE BULLETS**](https://drive.google.com/file/d/1r1606PHZld25OPq1OiQ66-bBlBcPAxah/view?usp=sharing) **|** [**ACTION VERBS LIST**](https://drive.google.com/file/d/1LHUG7wqt0eSrcCC27NUWiyBGoT-IxZBH/view?usp=sharing): Use these resources to help you talk about your skills on your resume. The method outlined on the “Writing Effective Bullets” page helps students, alumni, and experienced professionals focus on skills they possess that will resonate with employers. Use this method to write bullets on your resume instead of writing large paragraphs. The second document is a categorized list of action verbs. This is referenced in the “Writing Effective Bullets” tutorial.
* **SAMPLE RESUMES**: There are two resume samples available to view---one designed for someone who has some work experience ([**Upperclass resume sample**](https://drive.google.com/file/d/1hxNjDbceZ1jwR-EKncfNnLRuMnjcdgwF/view?usp=sharing)) and another that relevant to an [**experienced professional**](https://drive.google.com/file/d/1_oOEw9rVB4A2ttFFo1ooMVuzu7r7BIJI/view?usp=sharing). Use these samples to learn how to execute what the other resources explain about resume writing. They are not meant to be templates that you replicate but instead are intended to help you see how these methods can be applied on real-world documents.

**RESUME WRITING SUPPORT career@lsus.edu • 318-797-5062**