

WRITING YOUR RESUME

WHAT IS THE PURPOSE OF A RESUME?

Your resume is a powerful marketing tool to land an interview. It is an important part of your total package, and it must be clear, concise, appealing, and informative. It should reflect your unique experiences, skills, and accomplishments. Your objective is to communicate what makes you stand out as a stellar candidate.

Looking good on paper is often the first step to securing an interview. It summarizes your skills, education, activities, and on-the-job experiences. It also demonstrates how your qualifications meet the employer's needs. Resumes should be customized or tailored for a specific purpose or job description. Employers typically view a resume for no more than 15 to 30 seconds. Be sure to take advantage of that time by crafting a resume that is clear, concise, well-organized, and quickly demonstrates how you meet their needs.



Before You Write

The secret to creating a resume that is clear, concise, and well-organized starts well before you begin typing. Before you start writing, it is important to take an inventory of what you can offer an employer, to know your key skills and characteristics, and to identify common resume sections.

PRIORITIZE YOUR SKILLS AND EXPERIENCE

Identifying your primary career objective will help you decide which skills and experiences to emphasize and which ones to omit when creating your resume. Ideally, each resume you produce will be tailored to fit the specific job or educational program for which you are applying. When precise tailoring is not possible, construct your resume so that it is targeted toward your primary career or educational objective. You can use your cover letter to emphasize and expand upon job specific skills. Think about your primary career objective and write down your principal abilities, skills, and experiences desired by employers in this field.

Top Skills and Qualities Employers Look For:

1. Ability to work in teams
2. Problem-solving skills
3. Ability to plan, organize, and prioritize work
4. Communication skills (verbal)
5. Ability to obtain and process information
6. Analytical/quantitative skills
7. Technical knowledge related to the job
8. Proficiency with software programs
9. Communication skills (written)
10. Ability to sell or influence others
11. Detail-oriented

Source: National Association of Colleges and Employers (NACE) 2013 Job Outlook Survey

Creating a Resume

GUIDELINES FOR CRAFTING YOUR RESUME

- **Content:** Emphasizing accomplishments and results are most likely to increase your appeal as a candidate. Minimize job descriptions and merely listing responsibilities. What you did to make a difference is important to a prospective employer.
- **Style:** Use a bullet point format, listing one task or accomplishment per line. Focused, action-oriented phrases will make it easier for the reader to review your resume quickly. Avoid using first-person language (i.e. “I,” “My,” “Me”). *See the Action Verbs guide for examples.*
- **Keywords:** You can improve your odds of securing an interview by filling your resume with keywords. *See the Action Verbs guide for a list of pharmacy-related keywords.*
- **Length:** Resumes are not a comprehensive autobiography. Limit your resume to one page as an undergraduate student. Graduate and professional students should have a resume no longer than two pages. For a more comprehensive academic and professional history, graduate and professional students can create a curriculum vitae.
- **Layout:** Leave some white space to create an uncluttered, organized look. Be consistent with your use of indentations, capitalization, font, and spacing. Margins should be no smaller than .6” on all sides.
- **Appearance:** Choose a standard, easy-to-read font (such as Arial, Calibri, Garamond, Georgia, or Times) in a 10-12 point size. You can use bold, italics, all-capital letters, and underlining to add emphasis and help organize your resume.
- **Proofread:** Check and double-check to make sure your finished draft contains no mistakes in spelling, punctuation, and grammar. Ask a friend to look it over. Consider scheduling an appointment with Pharmacy Career Services to have your resume reviewed.
- **Paper:** When printing your resume be sure to print single-sided. Use paper clips, instead of staples, to attach application documents.
- **Saving Your Resume:** Save your resume as either a Word document or a PDF. Include your first and last name in the document title.
- **Updating Your Resume:** Be sure to revisit your resume each semester to update your GPA and add any additional accomplishments and relevant experiences.

ORGANIZING YOUR RESUME: COMMON RESUME SECTIONS

Resumes often contain a variety of different sections that organize and categorize content. Resume sections and titles may vary from resume to resume depending upon experience and the purpose of the document. There are several sections that almost every resume must have, including contact information, education, and work experience.

- **Contact Information:** Your contact information appears at the top of your resume. Include your name, address, phone number, and email address. Do not include personal information such as height, weight, race, date of birth, nationality or social security number.
- **Objective:** An objective is an optional section that enables the reader to quickly learn about the position you are seeking. You may choose to omit an objective when a cover letter accompanies your resume. Objectives should be no longer than two lines. Objectives should include your immediate career goal and your most relevant skills.
- **Education:** This section is often the first section for students and recent college graduates. Information should appear in reverse chronological order (present to past) with your most recent education first. Include the institution, city and state, graduation date, major(s), and minor(s), and any honors awarded. Including your GPA is optional but suggested for students whose GPAs are above 3.0.
- **Work Experience:** List your work experience in reverse chronological order. You should include the organization's name, location, position held, dates of employment, and a description of your accomplishments. Focus on areas that relate to the position you are seeking and provide evidence of your ability to assume responsibility, follow through, and achieve positive outcomes. If you have held numerous part-time jobs, highlight the most relevant experiences. You can have more than one work experience area using different headers (i.e. "Related Work Experience," "Internships," "Professional Work Experience").
- **Activities, Interests & Leadership:** Here is your opportunity to show your commitment to your major field, leadership positions outside the classroom, and involvement on campus. This may include organizations such as fraternities or sororities, student organizations, club sports, and volunteer work. If these activities include leadership positions and accomplishments, include bullets with your responsibilities.
- **Awards & Honors:** In this section, you can feature awards, scholarships, achievements, and academic distinctions. Honors can be a category of its own or included as part of the activities or education sections.
- **Skills:** List skills you have, particularly those related to your career or educational plans. Some "skills" categories might include: technical, computer, language, research, and laboratory. You can also include relevant trainings and certifications in this section.
- **References:** Do not list references on your resume. Prepare a separate list of three professional references, including name, title, e-mail, and business phone number of each person who agreed to be a reference for you. Include your name and contact information at the top of your page. Always receive permission from those individuals you are using as references.

Bullet Points

BULLET POINT FORMAT

An interview-landing resume describes your accomplishments and previous experiences and how well you completed those experiences. Well-written bullet points grab the reader's attention and effectively describe your experiences and how you deliver results. An easy formula for writing accomplishment-oriented bullet points is:

Action Verb + Subject + Rationale & Result

- **Action Verbs:** Strive to start all bullet points with an action verb. Action verbs give your resume power and direction. List all current positions and projects in the present tense and all past positions and projects in the past tense. *See the Action Verbs guide for examples.*
- **Subject:** Focus on what you've done. Keep in mind that the easiest way to add specific details to your bullet points is through quantifiers or numbers. You can also add qualifying details by using words like "by," "through," or "with."
- **Rationale & Result:** Including information about what outcomes you contributed to as well as information about why your project, role, or actions mattered to the employer. Using words like "in order to," "to," and "for" can help you incorporate a rationale or result.

SAMPLE BULLET POINTS

- Entered and filled prescriptions according to appropriate storage and dosage requirements.
- Explained policies, procedures, and timelines to potential customers.
- Created weekly flyers displaying the many different events in the Ohio Union.
- Provided customer service in a fast-paced environment through all aspects of store operations.
- Assisted at large banquets and special university events, averaging 15 hours per week throughout the school year.



Example: Healthcare Focused Resume

JOHN D. BUCKEYE

123 Anywhere Avenue
Columbus, OH 43210

Buckeye.1@osu.edu
(614) 555-7255

EDUCATION

The Ohio State University

Bachelor of Science in Pharmaceutical Sciences

Columbus, OH
May 20XX

PHARMACY EXPERIENCE

Walgreens

Pharmacy Technician

Columbus, OH
January 20XX – Present

- Communicate with patients to gather accurate medical and drug histories
- Perform troubleshooting with clients to resolve insurance coverage issues
- Enter and fill prescriptions according to appropriate storage and dosage requirements

Charitable Pharmacy of Central Ohio

Volunteer

Columbus, OH
August 20XX – Present

- Volunteer five hours each week at a non-profit pharmacy serving low-income and uninsured patients
- Organize, sort, and inventory donated medications and samples

North Highland Park Hospital

Inpatient Pharmacy Technician

Sunnyville, OH
August 20XX – December 20XX

- Performed IV preparations and dispense medication for a 230 bed hospital
- Maintained patient medication records and prepared billing information for discharge
- Assisted pharmacist with daily inventory, ordering, and restocking of medication

ADDITIONAL EXPERIENCE

Kroger

Cashier

Dayton, OH
May 20XX – August 20XX

- Provided customer service for up to 100 customers daily
- Restocked shelves and conducted weekly inventory checks
- Awarded employee of the month for speed and accuracy at the cash register

LEADERSHIP & INVOLVEMENT

Ohio Union Activities Board, Visual and Fine Arts Committee

January 20XX – Present

- Collaborate with a five-person committee to coordinate a free weekly movie series

GenerationRx

September 20XX – Present

- Conduct monthly outreach presentations on prescription drug abuse and misuse at local elementary and middle schools

Pharmacy House

August 20XX – May 20XX

- Participated in a two-year residential learning community promoting the pharmacy profession through pharmacy site visits, factory tours, and guest speakers

SKILLS & CERTIFICATIONS

Certified Pharmacy Technician (CPhT), Pharmacy Technician Certification Board

July 20XX

Language: Fluent in Korean and Mandarin

Computer: Microsoft Office including advanced knowledge of Excel, Access, and Publisher

Example: Research & Industry Focused Resume

Rebecca Buckeye

190 W. 17th Avenue Columbus, OH 43210 | Buckeye.1@osu.edu | 614-555-0000

EDUCATION

The Ohio State University

Bachelor of Science in Pharmaceutical Sciences
Minor in General Business, GPA: 3.20

Columbus, OH
May 20XX

RELEVANT COURSES

- Organic Chemistry Series with labs
- Calculus and Analytic Geometry III
- General Physics Series with labs
- General Chemistry Series with labs

RELEVANT SKILLS

- Aseptic Technique
- Media Preparation and Uses
- Microscopy
- Plasmid Preparation
- Gas Chromatography
- Staining
- Gel Electrophoresis
- Serial Dilution
- Extraction
- Infrared Spectroscopy
- Titration
- QC/QA Regulatory
- HTML
- SciFinder

RELEVANT EXPERIENCE

The Ohio State University, Department of Microbiology

Laboratory Assistant

Columbus, OH
September 20XX – Present

- Provide overall organization of workspace equipment to meet experiment requirements
- Utilize various pieces of laboratory equipment, including spectrometer and microscope
- Coordinate the duplication of materials to assist student participants complete assignments
- Maintain the laboratory to meet required university health and safety standards and protocols

St. Anne's Hospital

Volunteer

Columbus, OH
March 20XX – August 20XX

- Directed patients to various testing and surgery locations and completed discharge orders
- Transported specimens maintaining research protocol and hospital standards
- Prepared cultured samples in the microbiology laboratory and observed diagnosis techniques

RESEARCH EXPERIENCE

Allergen Research Project, Biology

January – May 20XX

- Studied models of GI tract diseases using the mice to discover how and why disorders are occurring more often in adults and children

ADDITIONAL EXPERIENCE

The Buckeye Banquet Room

Wait Staff

Grandview, OH
June 20XX – August 20XX

- Prepared banquet facilities and table arrangements for 50-400 guests
- Served meals and responded to guest requests in a professional manner

ACTIVITIES

Ohio State Spanish Club

January 20XX – Present

Taught English (ESL) to children at migrant employment site

June 20XX – August 20XX