

October 18, 2001

STC@NC State

Program meeting – Dr. Marie Sumerel, Associate Director of the NC State University  
Career Center

Attendees: Caroline Brooks, Myra Day, John Wilson, Ann Roy, Sarah Egan

Dr. Marie Sumerel, Associate Director of the NC State University Career Center gave an informative presentation on resumes. She covered the basics of an effective resume and offered specific suggestions for improvement to the attendees. She also offered her services on an individual basis by appointment. She can be contacted at the University Career Center, 515-2396 or at [marie\\_sumerel@ncsu.edu](mailto:marie_sumerel@ncsu.edu). If you would like to have a handout from the session, please take one out of Ann Roy's mailbox in Tompkins 113.

The most important advice she gave was "love the document you create." After all, your resume is probably the first contact you will have with a potential employer. It has to show the employer why you are the best person for a job. If you feel good about your document, then it is likely the employer will feel good about you. Also, in an interview, be prepared to defend what you have written about yourself. If you are comfortable with what you wrote, then you can easily impress the employer with your confidence about your skills.

The characteristics of an effective resume are below:

**One page** - Even if you have years of experience, you should be able to design a resume that fits all your information onto one page.

**Easy to read fonts** - Arial or Helvetica - Although, she said that she has seen a lot of Times New Roman resumes so that font would be acceptable.

**Nice quality white paper** - Use a high quality cotton bond

**References** - Don't put your references on the resume or the phrase "references available on request." Employers assume you will be able to give you references and if they want them, they will ask for them.

**Bullets** - If you use bullets to list your skills or accomplishments, only use five or less. Otherwise, it becomes too much like reading a paragraph.

**Headings**- Use centered headings

Of course, depending on your particular circumstances some of the suggested characteristics may not work for you.

There are different types of resumes you can create - for example, functional, chronological or combination, you need to decide what is best for your situation. For instance, if you have had a series of unrelated jobs, it might be best to use the functional type of resume so you can highlight your skills, rather than your jobs. You would want to include your employers and the time you spent there but that information could be listed in a separate section on the resume.