

# GENERAL RESUME INFORMATION

www.citadel.edu/career\_services/ResumeSamples.htm  
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The Citadel  
THE MILITARY COLLEGE OF SOUTH CAROLINA  
CAREER CENTER



Your resume is your personal marketing tool. It serves to communicate with potential employers regarding your educational background, your experience, your skills and training, and what makes you stand out from other applicants.

Below you will find **General Resume Information** to use with a variety of other resources provided on our website at [www.citadel.edu/career\\_services/ResumeSamples.htm](http://www.citadel.edu/career_services/ResumeSamples.htm) as you construct *your resume*. Obtain as many ideas as possible for *your resume* by referring to several samples. Keep in mind that the final layout that may work best for showcasing your skills and experience may differ from the samples you view. For example, you may need additional bullets to list responsibilities or to place your Leadership activities before your Experience section.

## WRITING A RESUME, WHAT TO CONSIDER:

Writing a resume is an on-going process. Once you write your first resume, it is much easier to update as you go along. Start your first year at The Citadel and by the time you graduate, your resume will be ready for your full-time job or graduate school search. Continue updating it regularly throughout your career. Those planning on a military commission are also encouraged to create a resume while a student to serve as a reference tool for when you may be ready to transition out, as well as to assist you when seeking promotion within your branch of service.

1. A resume should not be written the night before you need to send it to an employer or a graduate school. It should be given time and attention; much like you would give a prized-term paper. A well-written resume will have undergone several critiques **by you** and will have been reviewed by one or two other individuals. Closely review for proper grammar and correct spelling; do not rely on spell-check as it will not catch everything. *Ultimately, the content, the grammar, and the spelling are your responsibility to make error free. Mistakes can be costly!*
2. Whether you have written a resume before or not, review several samples to give you ideas for *your* resume. Learn what to include, as well as what *not* to include. Visualize the layout of your resume and learn from the samples of how to best use the space on the blank page. Keep in mind that the samples you follow are simply samples. Do not copy what is written onto your resume. You should be able to "own" what you include on *your* resume. If you do not possess a particular skill or have not held a specific position listed on the sample, it should not appear on your resume. Similarly, if you do not know what is meant by a particular statement or experience found on a sample, seek assistance. Do not simply copy the information because it "sounds good or looks good on paper." **Remember:** You will be expected to further explain what appears on your resume in an interview, as well as demonstrate the skills you have indicated.
3. Be aware of what potential employers are permitted to ask at the application (and interview) stages of the hiring process. Review the U.S. Equal Employment Opportunity Commission website ([www.eeoc.gov](http://www.eeoc.gov)) for details. For example, do not include a photo or other personal information (birthdate, gender, marital status, etc.) that is irrelevant to your ability for doing the job on your resume, as doing so may unknowingly bias your candidacy.
4. Most everyone is a member of at least one organization. While adding a logo for the organizations you are associated with may be a nice touch visually on your resume, you cannot use organization logos without their express written consent. In most cases, use of an organization logo is forbidden on resumes, especially those representing companies by which you currently are employed or previously have been employed. For example, The Citadel seal and logos may only be used for official Citadel business. Please do not use either on your resume, cover letter, or associated marketing pieces for your career search. (Documents uploaded to *The Gate* with The Citadel seal or logo will be deleted).

**After you have applied the provided tips and suggestions to your resume**, if you have questions, email them along with your resume (as an attachment) to [CareerCenter@Citadel.edu](mailto:CareerCenter@Citadel.edu). Your resume will be reviewed for general formatting and content; any additional suggestions and responses to your questions will be provided via email. Please allow 2-3 business days from receipt of your resume for reply; sooner as time allows. (Thus, do not wait until just before an application deadline to request a review of your resume). Also keep in mind that a review will require additional update by you. It is ultimately your responsibility to make your resume error free. Should an appointment be needed, you will be asked to schedule one. For additional assistance with resume (and cover letter) writing, please contact The Academic Support Center (formerly The Citadel Writing & Learning Center) per their appointment process at [www.citadel.edu/academicsupportcenter](http://www.citadel.edu/academicsupportcenter).

## **DO I NEED AN OBJECTIVE?:**

**Include an objective on your resume to convey to a potential employer what type of position you seek.** An objective is a simple statement that informs an employer where you see yourself within the organization. Most employers want to know what you want vs. being left to figure out where you might fit with their firm. For example: *To obtain a management trainee position.* If you are also interested in sales, consider either combining your interests into one objective: *To obtain a management / sales position.* Or have two separate resumes and perhaps be more specific of the type of sales you seek. *To obtain a medical device sales position.* When your resume is being submitted for a specific position with a company, be sure to identify the position title and the exact company name. *To obtain the Manufacturing Manager position with X Corporation.* For evening students and alumni with several years or more of experience, it is especially important to include an objective if you wish to change career direction from what you have been doing.

## **HARD COPY RESUMES:**

When providing a hard copy of your resume to an employer, always use resume quality paper (20lb. bond paper) and print from a laser printer. Be certain to print on the proper side of the paper. Hold it to the light to view the watermark from left to right. Your resume should print on that side. Use white or ivory paper so that potential employers may make clear copies. (Colors such as grays and blues often make dark copies which are harder to read). Always bring enough copies of your resume to an interview for everyone expected to participate. (Students: For an On-Campus Interview at The Citadel, 2-3 copies are usually plenty). For career fairs, always review the participant list in advance and bring 1 resume for each organization of immediate interest, as well as another 5-10 resumes for additional organizations of interest discovered at the fair.

## **USING THE GATE:**

**The Gate** ([www.citadel.edu/career\\_services/TheGate.htm](http://www.citadel.edu/career_services/TheGate.htm)) is a web based career management and recruiting system (online job board, resume database, mentoring network, announcement portal, and more) maintained by The Citadel Career Center and powered by the NACELink Network. Please refer to *Your Resume And The Gate* for details. [www.citadel.edu/career\\_services/TheGate/Resume\\_TheGate.pdf](http://www.citadel.edu/career_services/TheGate/Resume_TheGate.pdf)

## **WHEN TO SEND A RESUME:**

A resume should be submitted to employers for full-time positions, internships, and seasonal jobs for which you apply. Also include one with a graduate or professional school program admission application. In most cases, an organization will indicate that a resume cannot be submitted in place of an application. Do not take this as a sign that a resume is not needed. Choose to attach a copy of your resume to the application to help you stand out from the crowd of applicants. This will give the employer or graduate school something to remember you by; most everyone else will have just submitted the application.

Throughout the academic year (Fall and Spring terms), recruiters may arrange an On-Campus Interview date with the Career Center to interview candidates that they have met at the Fall or Spring Career Fair or through applications received in connection to posted positions on *The Gate*. Refer to [www.citadel.edu/career\\_services/OCI.htm](http://www.citadel.edu/career_services/OCI.htm) for details.