



Whether you are creating a resume for the first time or are updating it to fit with current needs, use the resources at www.citadel.edu/career_services/ResumeSamples.htm to assist you with its construction and proofing.

After you have applied the provided tips and suggestions to your resume, if you have questions, email them with your resume attached to 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.

INFORMATION:

- ▶ **General Resume Information** www.citadel.edu/career_services/Resumes/ResumeGeneralInfo.pdf
- ▶ **Brainstorm Activity** www.citadel.edu/career_services/Students/Brainstorm.pdf
Not sure how to start? Use this outline to list what will be included on your resume.
- ▶ **Action Verbs** www.citadel.edu/career_services/Resumes/ActionVerbs.pdf
Use this list of action verbs to best describe your duties.
- ▶ **Common Errors to Avoid** www.citadel.edu/career_services/Resumes/CommonErrors.pdf
Review these tips as you proof your resume for common errors.
- ▶ **Reference Page Information** www.citadel.edu/career_services/Resumes/ReferencePageInfo.pdf
- ▶ **Your Resume & The Gate** www.citadel.edu/career_services/TheGate/Resume_TheGate.pdf
Information on uploading and using your Resume (and other documents) in *The Gate*, our online job board.
- ▶ **Federal Resumes** www.usajobs.gov/infocenter/resumetips.asp
Applying for a job with the federal government? Check out their resources for the type of resume they seek.
- ▶ **Link to Cover Letters and Thank You Letters** www.citadel.edu/career_services/Communication.htm

CONSTRUCTION TIPS:

- ▶ **Resume Construction Tips** www.citadel.edu/career_services/Resumes/ResumeConstructTips.pdf
Review a step by step process to guide you through writing your resume.
- ▶ **Resume Outline & Resume Formatting Tips** www.citadel.edu/career_services/Resumes/ResumeFormat.pdf
- ▶ **Blank Resume Outline** www.citadel.edu/career_services/Resumes/ResumeOutline.doc
Fill in this blank resume with your information. The link above will open up a Word document.
- ▶ **Underclassmen Format** www.citadel.edu/career_services/Resumes/UnderclassmenResume.pdf
While the majority of samples come from past Juniors and Seniors, Freshmen and Sophomores will still benefit from following them. They may also refer to this sample resume from an underclassman seeking summer employment.
- ▶ **Leadership Format** www.citadel.edu/career_services/Resumes/Senior/LeadershipSection.pdf
Refer to this sample, along with other samples, to highlight your leadership roles.
- ▶ **Functional Resume Format** www.citadel.edu/career_services/Resumes/FunctionalFormat.pdf
This format tends to be for more experienced graduate students and alumni who are shifting focus to a new job, industry, or are changing jobs with frequency. The reverse chronological format is typically better for undergraduates.
- ▶ **Alumni Resume Format** www.citadel.edu/career_services/Resumes/Alumni_Sample.pdf
For those with several years of experience, consider an alternative format that includes the components found here. Adjust the order of the sections and consider combining with other formats as appropriate for your individual needs.

SAMPLES:

- ▶ **Sample Resumes** www.citadel.edu/career_services/ResumeSamples.htm#samples
Includes a Resume/Reference Page/Cover Letter packet, Military sample (used for internal promotions), and Samples by Academic Major.

For additional assistance with resume and other career-related letter writing, please contact **The Citadel Academic Support Center** per their appointment process at www.citadel.edu/academicsupportcenter/.