# Build a Resume

## PURPOSE

This activity will provide critical tools and strategies that will aid you in successfully drafting and or revising your resume. Your resume is a powerful marketing tool for your professional brand. You can use this tool to communicate your unique skills, experience, and qualifications for the job you want. A resume should be strategically crafted and tailored to each position. You should be able to articulate your value to an employer and showcase your most relevant work experience and key skills. Formatting and design are also critical, since your resume should be easy to read, look aesthetically pleasing, and capture the most important and relevant information that captivates the employer.

## ACTION

Begin drafting your resume. There are general guidelines for how to create an effective resume. Essential components of a resume include the following:

1. **Contact information**: include your name, phone, email, city & state. It’s optional to include full mailing address, [LinkedIn](http://www.clark.edu/enroll/careers/LinkedinChecklist.pdf), web or portfolio URL.
2. **Resume Summary Statement:** in one to three sentences, write a compelling qualification statement, using keywords that detail your relevant experience, knowledge, skills and abilities.
3. **Education**: include the name of institution, the city-state location, and degree or certificate you’re pursuing, with the expected graduation/completion. List related coursework to demonstrate your applied learning.
4. **Skills and Qualifications**: emphasize relevant and transferrable skills; refer to Professional Readiness Competencies section of Career Planning for ideas.
5. **Experience**: include the position title, name of organization, location (city/state), date range (month/year). Describe experience with statements indicating what you did, how you did it, and what the result was. Be sure to share your successes and notable accolades.

## NEXT STEPS

This is just a quick start to gathering the most important elements of your resume. For more help, examples and tips for building your resume, visit the Career Services website section: [Develop Your Cover Letter & Resume](http://www.clark.edu/enroll/careers/job-search/index.php) or make an appointment with an [Employment Specialist](http://www.clark.edu/careerservices) to support you in developing job search strategies. To develop more job search strategies, continue on to a “*Deeper Dive*” Activity.

You are now one step further in MyPlan. At this point we encourage you to discuss your progress with a faculty or staff member at Clark College; such as an Academic or Faculty Advisor, Career Services staff, or an Instructor.

It may be useful to print out and refer to this completed activity before your meeting, or email it to the staff/faculty ahead of time.