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## Career Services advisers help resumes shine

By **Dawn Pauli**, contributing writer

The first step to getting a job, whether it's a summer job or your first career job after graduating, is having a concise, solid resume. OU's **Career Services** advisers are available to review and critique resumes to make sure students are making a good first impression on hiring managers.

"A resume is one of the most difficult documents you will write in your life," said Bob Thomas, director of Career Services. "I've seen thousands of resumes over the years. There are always ways to improve it and make it more positive or proactive"

Drop-in advising is available on a first-come, first-served basis at the Career Services office, 275 W. Vandenberg Hall. Hours are Monday through Friday from 1:30 to 4:30 p.m. Students also can drop off their resume for review and schedule a time to pick it up and meet with an adviser. Or, students can schedule an appointment for resume review by calling (248) 370-3250.

Students are encouraged to bring a draft of their resume to the appointment or at least bring an outline or notes. Students also can stop by and pick up an informational sheet and resume samples before beginning the process.

Advisers review resumes and cover letters and make suggestions for improvement.

"We provide a second set of eyes. We find errors that are missed by spell check and grammar check on the computer," Thomas said. "Other common mistakes are including too little or too much information. The key is to make it one page long and include quantitative information because hiring managers are impressed by accomplishments."

For example, students with retail selling experience should include the amount of sales they generated per month and how much they increased their sales over time.

A new trend that's starting to catch on is the electronic portfolio, which is a Web link that includes your resume, letters of recommendation and work samples. **Career Services** can assist students interested in creating an electronic portfolio.

"Employers are not requiring this yet, but having a Web page may make you stand out and it could be the difference between getting the interview and being overlooked" Thomas said.

### Tips for successful resumes:

- Don't include high school information if you've graduated college.
- Keep the resume to one page.
- Always include home address, telephone number and e-mail address.
- Recent graduates generally list education first then work experience.
- Always have someone proofread your resume and cover letter.
- Create an electronic-friendly version using Arial or Times New Roman font. Limit italics and fancy artwork.
- When sending electronically, treat the e-mail message as the cover letter. In addition to sending the resume as an attachment, also cut and paste a copy into the e-mail message because some people are reluctant to open attachments because of viruses.

### Spring Job Outlook

While hiring continues to be sluggish, Thomas said he is seeing some cautious employment activity.

"All indications show things should pick up in May and June," he said. "Although on-campus recruiting is down, we had more employers come to our career fairs. Also, contract firms are hiring more, which is a cautious way for firms to hire employees."

Nursing continues to be the hottest major with a 100-percent employment rate.

"There's no recession for nurses. All health-related jobs are strong," Thomas said. "Accounting and finance hiring also continues to be active."

In the Detroit area, all engineering, computer science and technical jobs are influenced by the auto industry. Hiring in these areas continues to be down.

#### **SUMMARY**

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