



RESUME SERVICES

Main Office: 3rd Floor Wilson Hall – 540-568-6555

Recruiting Services: 1st Floor Sonner Hall – 540-568-7379

<http://www.jmu.edu/cap/>

A resume is one of the tools you will need to introduce yourself and your experience to employers. Learning to write an effective resume is a skill you can develop while at JMU and utilize throughout your career.

Follow these 5 easy steps to develop your resume writing skills.

STEP 1 Visit the “How to Write a Resume” section located on the Career & Academic Planning website:

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http://www.jmu.edu/cap/resumes_cover/index.htm

Career & Academic Planning has resume writing guidelines, tips, samples, and additional websites, which will help you learn the basics of resume writing and enable you to write a rough draft. A printable version of the *Resume Writing Handout* is also available on the website.

STEP 2 Write a Rough Draft of Your Resume

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Compile your information and begin to put together a first draft of your resume. Information you have learned about resumes from the Career and Academic Planning website, classes, related articles, or other knowledge sources will guide you through this first attempt. As you work on the first draft, you begin to see your resume take shape and may begin to have questions on how to best present your unique information.

STEP 3 Attend a Resume Writing Workshop

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Writing your resume draft will be an important starting point, but it will likely raise many questions on how to adapt basic content and format ideas to best highlight your unique qualifications. What works for your roommate may not work best for you. **Resume Writing Workshops**, taught by Career and Academic Planning staff members, will introduce you to effective ways in compiling information and provide you with samples to illustrate different resumes. Each Resume Writing Workshop will last 45-60 minutes. Bring your resume draft and questions to this interactive session. Please note: You are not required to have a rough draft of your resume to attend a Resume Writing Workshop.

See <http://www.jmu.edu/cap/calendar/resumes.htm> for Resume Writing Workshop dates/times.

STEP 4 Work Towards a Final Draft—Get Advice from the Experts

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After you have attended a Resume Writing Workshop and fine-tuned your resume, your last step in developing a final draft is to gain an objective perspective on the effectiveness of your resume and how potential employers may perceive it. Career and Academic Planning offers several opportunities during

the semester to help you get the feedback you need to finalize your resume.

- ◆ Individual Resume Appointments
Call 540-568-6555 to schedule a half-hour appointment. You must bring a paper copy of your resume with to 301 Wilson Hall during your appointment time.
- ◆ Resume Round Up
See <http://www.jmu.edu/cap/calendar/resumes.htm> for this semester's date/time.

STEP

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Take Action—Use Your Resume to Initiate Your Search

Get registered on Recruit-A-Duke (RAD)! Students on “RAD” can take advantage of the following benefits:

- ◆ Access employer job and internship listings targeted to JMU students.
- ◆ Access the list of companies scheduled to recruit at JMU.
- ◆ Conduct a Mock Interview to practice your interviewing skills.
- ◆ Submit a resume online to employers to be considered for interviews.
- ◆ Register online for on campus interviews.
- ◆ Select and confirm interview times with companies who have selected you.
- ◆ Receive the Recruit-A-Duke newsletter including reminders regarding deadlines, job search tips, and additional job opportunities.
- ◆ Research companies attending Career Fairs.
- ◆ Sign up to receive targeted emails with job listings that meet your criteria with the Job Search Agent.
- ◆ Let employers come to you! Students are eligible for Resume Referrals, where employers contact students who match their qualifications.

Many employers who seek arts, social sciences, education and liberal arts students use this service!

Completion of a **mandatory ONLINE** Recruit-A-Duke workshop is needed to participate in on-campus and mock interviews. This workshop focuses on how to use the On-Campus Recruiting portion within the system and is for everyone seeking internships or full-time positions. Also learn about additional services that can be accessed through Recruit-A-Duke such as the Professional Network and links to Federal Employment and Nationwide Job Searches.

To access the Recruit-A-Duke workshop:

Visit <http://www.jmu.edu/cap/interviewing/students/index.htm>
and click “Recruit-A-Duke Online Workshop”