

# Résumé □ Race

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## Finish Line: Interview



I'm Résumé  
Randy! I'll  
give you great  
tips to help  
you write your  
résumé!



# Reason for the Race

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- You are writing your résumé to win an interview.

Remember: The goal of your résumé is not to show a history of all your experiences, or even get the job you're applying for (almost no one is hired based solely upon their resume), but to show you are qualified for the particular position by highlighting your skills and accomplishments enough so that the employer wishes to conduct an interview.

- The perfect résumé fits your personality as well as the industry you are applying to.

There are 2 types of résumés: chronological and functional. Chronological résumés emphasize your past experience, starting with your most recent position. Functional résumés emphasize skill areas rather than the specifics of each position help. Both types of résumés should show your skills and potential rather than just a job history. This format works well for people who have used similar skill sets in a variety of experiences or feel like they are repeating information when creating descriptions of their experiences. Both types of résumés should be “targeted” for the opportunity in which you are applying. Take some time to decide what type of résumé you feel comfortable with or use a combination of the two.



This tutorial focuses on résumés for non-performance and non-artist type positions. See [http://www.utexas.edu/cofa/career/resume\\_basics.html](http://www.utexas.edu/cofa/career/resume_basics.html)

     for additional information on artist and performance résumés.

# Warm Up for the Race



Résumé Randy says: As we move through the slides we can begin your résumé together! Think about what you should include in your résumé . . . Tip: Enlist a friend to help you. Sit down and have your friend ask you questions about previous jobs and experiences. They can jot answers down while you think.



# Format

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**Heading:** Write your name, address, phone number and email at the top of the page. Make sure your name is a larger font, the clearer the better. Your name and contact information should be easy to read and grab the employers attention.

**Education:** Include where you go/went to college, your major, and your expected graduation date. GPA is optional.

**Experience:** Jobs, internships, class projects and volunteering should fill this section. Start with your present or most relevant position and work backwards. List the name of the organization, the city and state, and the length of time you held the position. List your duties from most important down. Never leave out your accomplishments, the extra-ordinary tasks you achieved. \*Remember our finish line: the interview. This section is to entice the reader/employer into meeting you. You do not need to include all your jobs if you don't feel they are relevant. But, if you don't have a ton of experience use what you have accomplished to show your strengths and abilities.

**Skills:** Include computer programs you are able to work in and languages spoken here. Also indicate the level of proficiency when possible.

**Activities:** Include groups you are involved in and personal interests here.



# Race Checkpoints

- **Editing your Experiences:** Your experience section is the main component of your résumé, so it is important to edit and re-edit. Ask your friends and family to read over your resume as well, fresh eyes help!

**Accomplishments:** Make sure to list your accomplishments along with your duties. For example,

--Organized and updated database of 9,000 works in museum collection

Updating the database was your duty, but remember, how big was the database? What was the database used for? In other experiences, think about did you exceed a sales quota? Did you control expenses or make work easier? Did you build new relationships or expand business? Did you solve a problem? Those are accomplishments above and beyond your duties. That is what prospective employers want to see.

You may want to include other experiences outside of employment that are relevant to the position you are applying for. For example, if you are applying to be a Visitor Services employee at a museum. You would want to include your volunteer experience as a museum docent here.

**Verb usage:** How you word your experiences can make a huge positive or negative impact. Look at the description of the position for which you are applying. Think about using those qualifications and verbs in the experience section of your résumé. All your job descriptions/experiences should use action verbs. Consult a resume guide for 'power verbs' like the list here:

[http://2ajobguide.110mb.com/HP\\_resume\\_powerverbs.htm](http://2ajobguide.110mb.com/HP_resume_powerverbs.htm) to clarify your position. **Résumé Randy tip:** Make sure all your verbs agree! Present tense for present experiences. Past tense for previous jobs.

**Accuracy:** Describe exactly what you did with interesting adjectives and use exact numbers wherever possible. Your descriptions should be positive, brief, and accurate. If you are not comfortable discussing how you were able to accomplish something with an employer or couldn't answer a question related to a description, do not include it in your résumé.

**Bullet Points:** You may consider using bullet points to describe your experiences, skills and accomplishments. No complete sentences are necessary here. Remember the "I" is implied.





# Design

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- Length: Résumés should generally be 1 page unless you have 10 years of experience or have exceptional experience.
- Fonts: Choose a font that makes your eye ‘feel good’. The font should be clear and readable. Traditional fonts include Times Roman, New Century, and Padua.
- Bullets: Short bulleted sentences are easier to read than long paragraphs of text, consider bulleting your job duties and accomplishments.
- Graphic lines: You may want to use horizontal or vertical graphic lines to define your resume, just be sure it remains simple.  
\*Look at sample résumés and discover what you like. This ensures your résumé reflects your personality.
- This tutorial is designed as a guideline for writing your résumé. For every person you ask about résumés you will likely get as many different opinions! Ultimately, you should feel comfortable with your résumé.



# Design cont.

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- All résumés look different. Instead of describing them, lets take a look at some examples at:

[http://www.utexas.edu/cofa/career/resume\\_basics.html](http://www.utexas.edu/cofa/career/resume_basics.html)

- Use the links from the website above to see examples of different résumés such as Art History, Studio Art, Visual Art Studies, Music Performance, Music Studies, Theatre/Dance Performance and others.



# Finish line

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- Now you know what information goes into a résumé and what a résumé looks like.
- Hopefully, the slides helped you finish the hard part, writing the résumé. Now, you can design and edit your résumé to perfect your key to the interview process!
- All references and further résumé information available from Fine Arts Career Services.

**Good luck!**

yourself!



**Tip: Don't undersell**

**You've done great work.**

# Résumé Consultation:

Now that you have completed our Résumé Race PowerPoint, you can bring your résumé in for a review. FACS will help you fine tune your résumé to assure you the best chances at landing that interview.

Complete the Resume Race Review questionnaire (available on the FACS Student Appointment Preparation page) and **bring it to your appointment along with a draft of your résumé.**



our appointment.

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See you soon!