



CREATING YOUR RESUME

Creating an effective resume is essential to securing an interview. There are three areas to consider when crafting an effective resume: content, structure, and design. Content is about what information you include in your resume that tells employers that you are the best fit for the position, structure refers to where sections are strategically placed in the document so that your most relevant/impressive experiences stand out to the employer, and design is all about making your resume aesthetically pleasing and easy to read; given that an employer will scrutinize your resume for less than 30 seconds to decide whether to interview you, this is a step you should not forget! Consider the following resume tips to create a professional document that grabs the employer's attention. The Office of Professional Success is happy to review your documents (email: cvmcareers@osu.edu).

WHAT TO INCLUDE IN YOUR RESUME

Name

- You should place your name at the top of the resume.
- Nicknames are not acceptable.
- If you prefer to be called by your middle name, use an initial for your first name. For example, Christopher Scott Jones may list C. Scott Jones or Scott Jones.

Contact Information

- Your contact information should include your address, phone number with area code, and email address.
- Street names and months are spelled out, not abbreviated.
- If you have two addresses, such as "School" and "Permanent," use the address where you wish to be contacted. This is especially important if you plan to look for employment in your hometown.
- An e-mail address is essential. Be sure to use an appropriate email address (i.e. name.#@osu.edu , not "vetchic@" or "animalover@"). If you do not have a professional email address, you may want to make a new account using some variation of your name on one of the "free account" websites such as Gmail [www.gmail.com].

Education

- This section should include all post high school education.
- The information should be presented in reverse chronological order (starting with the most current) and should include names of institutions, locations, degrees awarded, dates of graduation, (dates attended, if appropriate), and college major and minor.
- This section can include honors and activities (e.g., selective scholarships, awards), GPA, and class rank.
- GPAs and class rank are optional on resumes, and most of the time, are unnecessary. By virtue of being admitted into veterinary school, practitioners know that you are intelligent and often times care more about your communication skills. Should an employer ask for your GPA, do not round. They should be listed exactly as they appear on your transcript.

Experience

- If you have career-related experience, you may wish to include that information in a separate category titled, "Veterinary Experience."
- All other work can then follow under "Other" or "Related" Experience. This information should also be in reverse chronological order.
- Descriptions should begin with active verbs.
- Be sure to use keywords from the position description within your resume.
- Be concise and truthful, highlighting achievements when possible.
- Be sure to include dates of employment.

- Jobs such as Server, Bartender, and Painter can be listed to show experience generally. You need not explain your position by bulleting your responsibilities and tasks.

You may want to include additional sections in your resume. Consider the following:

Professional Profile

- This section is typically recommended only for individuals with extensive pre-veterinary school experience.
- It is essentially a two-to-three phrase commercial, or concise, bulleted list that explains your strengths and how your previous career skills translate to the position you are seeking. Think “elevator pitch.”
- This section should be located at the top of your resume.

Licenses or Certifications

- In this section, include any other license or certification that may be of interest to an employer.

Interests, Community Outreach, Activities & Involvement

- Think about including serious, ongoing hobbies or interests (played piano since the age of four) that provide insight into your non-academic side.
- In an interview, the employer may ask you about your interests as a means of building rapport.
- Interests may include published poet, avid fly fisherman, marathon runner, etc.
- This is a place on the resume to show your individuality.

Military Service

- Military service can be a separate topic or included under employment.
- Indicate the branch of service, organization, rank at the time of discharge, and duty station.

WHAT NOT TO INCLUDE IN YOUR RESUME

- You do not need an “objective” statement, unless you are posting your resume on a general job search website.
- You should not list references in your resume unless specifically requested by the employer. Include them in a separate document. Furthermore, it is not necessary to state, “References Available Upon Request.”

In addition, you should never include the following items in your resume.

- Age or Date of Birth
- Gender or Sexual Orientation
- Weight or Height
- Race or Ethnicity
- Marital Status
- Social Security Number
- Your Picture
- Personal Pronouns like “I” or “my”

FORMATting SUGGESTIONS

Appearance is the key to a good resume. If upon first glance, it appears wordy, cluttered, and hard to read, it will probably not be read. The following mechanics enhance readability:

- Avoid using a resume template as they are difficult to edit.
- Limit to two pages. If you must go to a third page to cover pertinent information, be sure that you can justify each entry. Include your full name and page number on the second page.
- Do not print your resume on two sides of the same sheet of paper.
- Leave equal margins, .5” minimum to 1” maximum, to avoid an inconsistent appearance.
- A certain amount of white space is good on a resume because it improves the overall appearance and readability of a resume.
- Make sure you have no typographical errors or misspelled words.
- Use *italics*, **boldface**, CAPITALIZATION, and underlining for emphasis but do not overdo it.
- Use bulleted phrases instead of sentences to separate job tasks and responsibilities. When describing tasks and responsibilities, be specific and detailed, yet concise. Include achievements and accomplishments that were

earned as part of that experience as well. Use sentence fragments with no subjects. Maintain the correct tense: present tense for current jobs, past tense for prior jobs.

- Select a layout that makes the resume easy to read and highlights important content. Format should be internally consistent.
- Be sure that all information on your resume is correct.
- Have the resume reviewed by The Office of Career Management and Professional Development.

DEVELOPING EFFECTIVE BULLETS FOR A RESUME

In general, you should include a description under each position listed on your resume to describe your specific responsibilities and accomplishments. The guidance below focuses on developing effective bullets for your “Experience” section, but these principles can also be applied to additional sections of your resume.

Make Your Accomplishments Relevant to Your Audience

- The “Experience” section needs to be focused on illustrating to the employer that you have the specific functional skills and expertise to help them solve their needs or accomplish their mission. It is intended to show the value you will add to the practice or organization.

Begin Bullets with Strong Action Verbs

- Bullets should be designed for maximum impact on the reader and should be consistent in focus.
- If you are currently doing such activities, you should use present tense verbs. Verbs should be in the past tense for anything done in the past or any fully completed tasks at a current job.
- Emphasize accomplishments rather than efforts when possible.

Be Specific

- Avoid any descriptions beginning with generic statements such as “Responsible for” or “Duties included.”
- Think about the skills required at the job that you want. Indicate where you have demonstrated these skills throughout your experiences. Be concise; always think about what is relevant and what message each item is communicating.
- Avoid simply reporting, “Assisted veterinarian with patient visits.” Instead, tell the reader what activities that “assisting” specifically entailed.

Quantify When Possible

- Doing so can provide a context and scope for the skill involved. The quantifiable effect you had on a practice will differentiate you from others who may have held the same type of job.
- Can you provide context for your accomplishments by using amounts (e.g., budget size, number of people you managed/number of surgeries performed)?

SENDING A RESUME

Unless specifically directed otherwise, it is best to research the employer or find out what is its preferred way to receive these materials. For some employers, email is the method in which they prefer to receive your application. Others may prefer you drop it off in-person if you are in close proximity and still others may prefer you send a hard copy.

Emailing your documents:

- Make the subject simple and direct (e.g., “Your Name - Seeking Externship Position”).
- Write a short paragraph explaining why you are applying (a paragraph similar to the first paragraph in your cover letter). Make the most of this extra opportunity to state why you are an excellent candidate for the position!
- Attach all of the documents to the email. Do not put them in the body of the email. At some point all of your attachments will probably be printed and it is important that they look like a professional document.
- Attach your documents in PDF form to ensure they will look and print exactly the way you intended.
- Name the document something obvious (e.g., Your Name Resume).

Sending a hard copy:

- Use 8.5 x 11 inch white or off-white paper, and only print on the front side. You can invest in a slightly heavier stock if you wish, however it is not required.

- Send documents in a large manila envelope. Do not fold your documents to make them fit into a regular-sized envelope; the creases will diminish its professional appearance.
- Print your address and the receiver's address using labels make it look as professional as possible.

ACCOMPLISHMENT MEMORY JOGGERS

If you have trouble developing content for your bullet points, use the following memory joggers to help you recall your accomplishments:

Did you identify any problems or challenges? Did you resolve or minimize any problems?

Did you improve (redesign, streamline or reorganize), administer or implement any projects, plans, programs, processes, services, products, etc.?

Did you introduce a technical innovation that was adopted?

Did you improve employee relations or boost morale?

Did you create any original works: reports, brochures, newsletters, guides, manuals, proposals, contracts?

Did you facilitate or improve communication among employees, with clients, or with the community?

Did you target a need for a product, service, plan, program, system, method, procedure, technique?

Did you train, present or impart knowledge to management, staff, and/or technicians?

Did you reduce liability by suggesting safety improvement, improved security, etc.?

Did you reduce costs, waste, time or effort?

Did you develop or design a new program, plan, service, product, process, project, system method, strategy, etc.?

Did you collaborate/liaise with others? Were you a contributing team member?

Did you make any recommendations that saved money, made money, increased efficiency or productivity?