

## AGRY 39800 Resume Checklist – Fall 2019

### **Please Follow Carefully – Complete and Check Off Each Item Prior To Turning In Your Resume**

#### **Resume Due Dates:**

**August 28 - One Copy To Critique In Class and One Copy To Turn In**

**Sept. 11 – CCO staff-critiqued and signed copy stapled to your improved copy (post CCO input)**

**Sept. 11 – Upload improved resume to myCCO**

### **For detailed guidance and examples please follow the examples of chronological resumes in the CCO Handbook**

<https://www.cco.purdue.edu/Students/WhatWeOffer#CCOHandbook>

Please note in particular the discussions on “**Power Verbs For Resumes, Developing A Winning Resume**” and **examples of chronological resumes**, which are the type you are to write for AGRY 398.

The Purdue University CCO home page is

[www.cco.purdue.edu](http://www.cco.purdue.edu)

This site provides many other valuable career search and support resources, tutorials and workshops.

The myCCO web page (where you create your profile and upload your resume) is

<https://www.cco.purdue.edu/#myCCO>

In writing your resume please target a specific employer for whom you'd like to work, choosing from the list of companies coming to interview. That list is available at

<https://purdue-csm.symplicity.com/events/a5b1f74f57ded9a04d71ece71f4ca151/employers>

Companies on this list generally provide a link to the key background information you'll need to properly research the company prior to your interview. Your company research outline is due in class on September 5.

The College of Agriculture Career Fair web site is

[https://ag.purdue.edu/oap/career/pages/student\\_career\\_fairs\\_main.aspx](https://ag.purdue.edu/oap/career/pages/student_career_fairs_main.aspx)

Please see also the following guidelines (printed on the back of this page) for general guidelines on resume composition and ideas on how to tailor your resume toward a specific position/employer.

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### General Resume Guidelines

#### **Name and Contact Information**

##### **(Optional - Career/Job Objective)**

- Notes “what, where, with whom”.
- Clear, concise statement.

#### **Education**

- List most recent first, stipulating dates of attendance, major, date of graduation or expected graduation, diploma or degree conferred or expected.
- Note other relevant educational experiences (e.g. Pesticide Applicator Training Core, Category 1A) or special emphasis in your education.

#### **Work Experience**

- Note company name, location, and dates of employment.
- Note position title (e.g. Field Research Intern).
- **Note details of specific responsibilities and demonstrate their accomplishment.**
- **Bullets should lead off with action verbs (e.g. Managed, Organized, Coordinated, etc).**

#### **Extra-Curricular Activities/Honors**

Emphasize leadership, responsibility and achievement.

#### **Interests/Hobbies**

Demonstrate breadth of interests as appropriate.

#### **General Construction Of Resume**

- Concise (keep to one page).
- List items in bullet format where possible.
- Neat, properly sized, professional font size and style.
- Organize the text in an efficient, balanced, and eye-appealing manner (e.g. not too much white space, left justify and avoid excessive hanging indents).
- Check spelling and grammar.
- Avoid use of the personal pronoun “I”