

Resumes the UW Way

Specific to applying for jobs at the University of Washington, here are some helpful hints to consider when creating your resume.

Type of Resume

Our system keeps only one resume active in your “candidate profile” (online application). Human Resources will review this resume for all the positions for which you apply. For best results, we recommend using a comprehensive resume highlighting all of your skills, education, and qualifications. Don’t forget to include internships, volunteer work, or temporary work. Your resume does not need to be limited to one or two pages. You may update your resume at any time and the new version will be effective immediately.

Contact Information

Include your contact information at the top of your resume so we know how to get in touch with you.

You’ve Got Mail

Having an email address is required to apply for UW positions. Having an inappropriate email address is something that applicants should avoid. Save *imahottie@email.com* for your personal use. Utilize free sites such as Gmail or Yahoo to create a professional email address for job searching purposes. Check your email account frequently; we may be trying to contact you via email.

Personal Ads

Personal information such as marital status, date of birth, Social Security number, photographs, irrelevant hobbies or interests should be left off a resume. Use the words on your resume wisely!

Objective and/or Summary Statement

Keep in mind that you do not have to use an objective statement, but you may want to consider including a summary statement or an overview of skills.

Education

Don’t forget to include your education and ongoing training and certifications.

And...Action!

Resumes should be written with action verbs! Avoid use of 1st person pronouns (“I” or “me”) or referring to yourself in the 3rd person/storytelling format (“Mr. John Doe is an experienced dog walker with superb communication skills.”). Search the web for examples of great resume action verbs.



Dating Game

Dates of employment (month/year format) are vital to demonstrating how you meet the “X years of experience” requirements of a position. If you are currently working, say so! (Example: Fiscal Specialist 1, March 2006–Present.) Keep your resume current. Leaving dates off your work history may be detrimental to your candidacy.

Info Investigators

While resumes don’t have to be an autobiography, too little information can be just as frustrating. Hiring Managers are not mind readers! Include job responsibilities and achievements as opposed to only listing a job title. Be specific! S.O.A.— Spell Out Acronyms. Provide context to company-specific programs (example: Proficient in PAS [Purchasing and Accounts Payable Online System]). Be sure to include your computer experience. List each application specifically by name (i.e., Microsoft Excel, Word, Publisher, Outlook, etc.).

The Whole Package

Our system does not allow you to attach application materials such as transcripts, letters of reference, your latest Photoshop project, certificates, etc., unless they are specifically requested on the job posting with instructions on how to submit. However, feel free to include links to online portfolios or work samples.

Reference Section

References will be checked on the top candidates. It’s not necessary to include a list of references on your resume or indicate “references available upon request.”

Uh-oh Typos!

Spelling and grammar errors are the most common resume no-no’s! Spell check, spell check, and then spell check again. Be mindful of switching verb tenses. Have a friend proofread your resume, and then have his or her friend proofread it as well.

Fish Tales

Always be truthful in your resume. Remember, this is the first impression you are making to a potential employer. Lying, fudging dates, or exaggerating job titles/responsibilities could come back to haunt you.

Excuse Me

Be aware of the tone of your resume and how you are presenting yourself professionally. Including reasons for leaving employers such as “Management didn’t like me” or “Unfair schedule” can come across as negative.

► Where can I apply and find more information?

To find out about new jobs, recruiting events, benefits, and different work environments, visit our employment website at uw.edu/jobs. For information about the application process and FAQs on how to apply, visit hr.uw.edu/jobs/before-you-apply/.

