

PW Club Minutes

October 27, 2010

Members Present: Kelli Barnett, Bridget Johnston, Spencer Dickey, Courtney Elsten, Corinne Feight, Keith Price, Brittany DeSalvo, Derek Neal, Kasey Cranfill

Meeting Begin: 6:05 pm

Speaker: Christina Ripley

Topic: Resume workshop

Christina Ripley's Presentation

Resume basics

Format

1 page

Single space

Contact information at top

Education

Work experience

Leadership and activities, scholarships also (outside interests besides work and school)

Design is up to you! Be creative and be different, want to stand out

List information in order of importance (if internships and work experience are more important, list them first)

Check job information for key words: "integrity," "conscientious," etc

Misconceptions (stuff you don't want on your resume)

High school information

Squeeze in as much information as possible

Use a template

I don't have any real experience! → use strong action words

"References available upon request" → redundant

Bad resume

Generic

Don't use descriptive verbs in work experience

Annoying fonts

Uneven spacing: design in table or text boxes

Includes activities not applicable

Stagnant: change and update it often

Youtube video: Jake & Amir: Resume

Questions:

Visit the Purdue Writing Lab: free 30 minute tutorials

Meeting Adjourned: 6:45 pm

Respectfully submitted,
Courtney Elsten