

# RESUME SCAN

## The 7 Second Resume Scan is useful for:

- Differentiating between good and great resumes, recognizing the aesthetic value of a document
- Identifying good and bad formatting and content on a resume
- Putting yourself in the role of the recruiter or employer that is looking at your resume
- Creating a resume and tailoring it to meet the needs of a particular organization, field, or industry

## Directions:

**DO NOT flip this paper over until you read all of the directions!**

In a competitive applicant pool, an employer may spend only 7-10 seconds scanning a resume. Therefore, formatting and content on a resume requires strategy. In this exercise, you will look at the attached resumes for 7 seconds each and judge whether or not you think they would get an interview or would be hired for the job based on their resume.

## Things to Think About:

- What will employers think when they look at your resume?
- What sections of your resume do you need to work on? What content do you want to add or subtract?
- Is the formatting of your resume easy to read, in 7 seconds? What do you need to change?
- What does your resume say about you? Do you think it will get you an interview?

If you would like to talk to someone about this activity or need additional resources, **Career Services** is available to all students! Check out our website to make an appointment or to see upcoming events and workshops: <http://www.careers.vcu.edu>

## RESUME SCAN

## RESUME A

Renita Ram

(804)555-6666 | rram@vcu.edu

<b>EDUCATION</b>	<b>INTERNATIONAL STUDIES AND POLITICAL SCIENCE</b> Virginia Commonwealth University, VA	May 2011
<b>LANGUAGE SKILLS</b>	<ul style="list-style-type: none"> <li>• Written and oral fluency in Spanish</li> <li>• Basic writing skills and conversational proficiency in Italian</li> </ul>	
<b>EXPERIENCE</b>	<b>INTERN, US Agency for International Development</b> , Washington, DC	Summer 2010
	<ul style="list-style-type: none"> <li>➢ Assisted in the creation of an agency-wide database.</li> <li>➢ Performed technical analysis of various agency programs and communicated their status to USAID missions throughout the world.</li> <li>➢ Attended USAID and State Department meetings concerning global environmental issues.</li> </ul>	
	<b>RECEPTIONIST</b> , University of Richmond School of Law, Richmond, VA	Summer 2008
	<ul style="list-style-type: none"> <li>➢ Processed and filed incoming student applications and sent brochures to prospective students.</li> </ul>	
	<b>RECEPTIONIST</b> , Chesapeake Materials, Inc., Chesapeake, VA	Summer 2007
	<ul style="list-style-type: none"> <li>➢ Organized the filing system for a branch office, performed general office work and made bank deposits.</li> </ul>	
	<b>OFFICE ASSISTANT (TEMP)</b> , Cedar Systems, Inc., Chesapeake, VA	Summer 2006
	<ul style="list-style-type: none"> <li>➢ Awarded August "Temp of the Month."</li> <li>➢ Assisted in the organization of the company's computer classes and performed general office work.</li> </ul>	
<b>ACTIVITIES</b>	Phi Beta Delta International Honor Society International Studies Organization	

## RESUME B

Renita Ram

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<b>EDUCATION</b>	<b>BACHELOR OF ARTS, INTERNATIONAL STUDIES AND POLITICAL SCIENCE</b> , May 2011 Virginia Commonwealth University, VA <b>Minor – Spanish</b> Overall GPA: 2.9/4.0; Dean's List last three semesters
<b>LANGUAGE SKILLS</b>	<ul style="list-style-type: none"> <li>• Written and oral fluency in Spanish</li> <li>• Basic writing skills and conversational proficiency in Italian</li> </ul>
<b>RELATED EXPERIENCE</b>	<b>INTERN, US Agency for International Development</b> , Washington, DC, Summer 2010 <ul style="list-style-type: none"> <li>• Assisted in the creation of an agency-wide database.</li> <li>• Performed technical analysis of various agency programs and communicated their status to USAID missions throughout the world.</li> <li>• Attended USAID and State Department meetings concerning global environmental issues.</li> </ul>
<b>OTHER EXPERIENCE</b>	<b>RECEPTIONIST, University of Richmond School of Law</b> , Richmond, VA, Summer 2008 <ul style="list-style-type: none"> <li>• Processed and filed incoming student applications and sent brochures to prospective students.</li> </ul>
	<b>RECEPTIONIST, Chesapeake Materials, Inc.</b> , Chesapeake, VA, Summer 2007 <ul style="list-style-type: none"> <li>• Organized the filing system for a branch office, performed general office work and made bank deposits.</li> </ul>
	<b>OFFICE ASSISTANT (TEMP), Cedar Systems, Inc.</b> , Chesapeake, VA, Summer 2006 <ul style="list-style-type: none"> <li>• Awarded August "Temp of the Month."</li> <li>• Assisted in the organization of the company's computer classes and performed general office work.</li> </ul>
<b>ACTIVITIES</b>	Phi Beta Delta International Honor Society International Studies Organization

## So which resume is better? Who would get hired??

(Hint: One of the most important things to do with a resume is to make sure that the formatting is clear and consistent. Furthermore, make sure that you tailor your resume the specific position and company. In this case, Resume B would be the better resume)