



JOB SEARCH & RÉSUMÉ TIPS

FROM HSU CAREER SERVICES

JOB SEARCH

Start in Handshake:

- HSU Central > Handshake icon



- Use HSU email to log in
- Jobs tab > Use the filters to search
- Upload résumé in .docx format for review by Career Services

Other ways to search for jobs:

- **Professional Networking is #1!**
Engage with industry professionals on LinkedIn and in professional associations
- Company websites
- Contact company directly to inquire
- Industry-specific job boards
- Online job search engines

Most importantly:

- Use your network! Reach out to friends, family, professors, HSU staff, & acquaintances.
- Do informational interviews! Buy them coffee, ask about their job, let them know you're looking to build experience.
- Ask Career Services if you have questions about interviewing, professional dress, etc.



CAREER SERVICES
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6 RÉSUMÉ TIPS

1. The résumé is a **MARKETING PIECE**, not a legal document. You are marketing yourself and your brand. Why should this employer hire **YOU**?
2. Formatting is important! It should be laid out well on the page, easy to skim, and consistent.
3. Consider listing this information:
 - Personal Information - Name, City, State, phone, email, and LinkedIn url in the heading (not the header) of résumé.
 - Summary - Small section about the skills you would bring to this job. Can include a section beneath/beside with a list of **key skills**.
 - Education - University name, City & State, degree earned/intending, major/minor, intended graduation month & year, GPA if over 3.0, any special recognition or honors.
 - Experience - Paid positions, internships, work study, volunteering, or leadership service. Include company name, job title, City/State,
 - Leadership & Service - If you already have an extensive experience section, you can put volunteer experience and leadership here.
 - Honors & Awards - Keep brief and limited to recent activities and major awards. If academic, consider including in Education.
4. List items in reverse chronological order (newest to oldest) **OR** most relevant to least relevant when appropriate.
5. Add bullet points (or a small paragraph) under each job/experience. Build strong points by using power verbs (past tense for discontinued experience), **keywords**, and value statements.
 What Benefit Did You Provide?
6. **Tailor résumé for each job you apply for.**