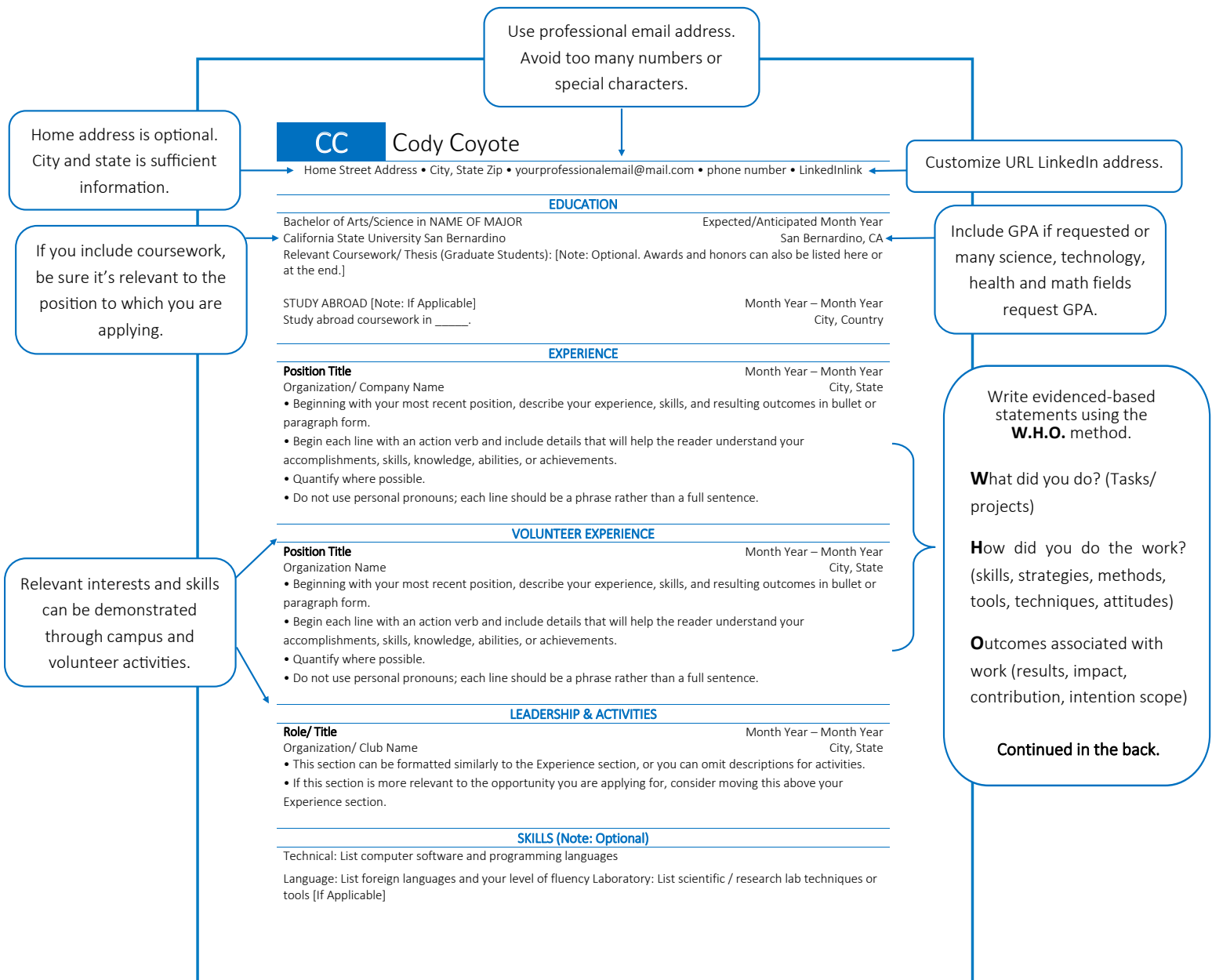


Resume Guide

The purpose of a resume is to capture the attention of the reader, while also listing your unique qualities, skills and accomplishments in a concise, organized fashion.



The W.H.O. Method

The W.H.O Method helps effectively create an evidence-based resume. An evidence-based resume helps in showcasing your skills, potential, and provide proof to the reader that your qualifications match what they are looking for in a candidate.

HOW TO USE THE W.H.O. METHOD

- Choose relevant experiences and tasks in your resume, as it applies to the application you are completing (e.g. jobs, internships, graduate school volunteer activities, club memberships, professional memberships, courses/projects, study abroad, service learning, etc.) to demonstrate relevant skills.
- Use the W.H.O. Method to evaluate tasks and experiences to help you write the evidence – based statements starting with an action verb.

Statements are recommended to be no longer than 2 lines in a resume.

W.H.O. METHOD	
W	What did you do? (tasks/projects) Example: Created a dynamic new member orientation program using relationship and team-building strategies to build affiliation and club loyalty.
H	How did you do the work? (skills, strategies, methods, tools, techniques, attitudes) Example: Created a dynamic new member orientation program using relationship and team-building strategies to build affiliation and club loyalty.
O	Outcomes associated with the work (results, impact, contribution, intention, scope) Example: Created a dynamic new member orientation program using relationship and team-building strategies to build affiliation and club loyalty .