UNIVERSITY *of* WASHINGTON

Resumes the UW Way

As one of the nations' premier educational and research institutions, the University of Washington is always looking for passionate individuals to join us in changing lives — on our campuses, in our state and around the world. Here are some tips to help you when applying to the UW.

Create a comprehensive resume

Our system keeps only one resume active in your "candidate profile" (online application). UW Human Resources will review this resume for all the positions for which you apply. For best results, use 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 active immediately.

Provide contact information

Include your contact information at the top of your resume so we know the best way to reach you.

Communicate via email

Having an email address is required to apply for UW positions. Having an inappropriate email address is something that applicants should avoid. Utilize free sites such as Gmail or Yahoo to create a professional email address for job searching purposes. Check your email account frequently for updates about the status of your application.

Skip the personal details

Personal information such as marital status, date of birth, Social Security number, photographs, unrelated hobbies or interests should be left off a resume.

Consider an objective and/or summary statement

While you do not have to use an objective statement, you may want to consider including a summary statement or an overview of skills.

Include educational experiences

Don't forget to list your education and ongoing training and certifications.

Take action in your writing

Resumes should be written with action verbs. Avoid use of first person pronouns ("I" or "me") or referring to yourself in the third 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.

Build a timeline
Dates of employment (month/year format) are vital to demonstrating how you meet years of experience requirements of a position. Leaving dates off your work history may be detrimental to your candidacy. Don't forget to include your current employment if applicable (Example: Fiscal Specialist 1, March 2006–Present).

Be specific
While resumes don't have to be an autobiography, too little information can be just as frustrating. Include job responsibilities and achievements as opposed to only listing a job title. Be specific! Spell out acronyms and 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.).

Offer links to relevant samples of work
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.

Don't worry about references
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."

Proofread!
Spelling and grammar errors are the most common resume pitfalls. Be mindful of switching verb tenses. Ask friends or career advisers to proofread your resume.

Recount your experiences accurately
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.

Use a professional tone
Be aware of the tone of your resume and how you are presenting yourself. Including reasons for leaving employers such as "Management didn't like me" or "Unfair schedule" can come across as negative.

Stay connected
To find out about new jobs, recruiting events, benefits and different work environments, visit our employment website at **uw.edu/jobs**. Information about the application process and FAQs on how to apply may be found on this page by clicking the **"Before you apply"** link on the left.