

Oracle Campus Recruiting

Resume Guide

Create the **FUTURE** with Us



Curriculum Vitae, or CV in short, means “the way your life has run.” However, this does not mean that you need to include everything. The European equivalent of a CV is a resume, which means “summary” in French, and that is exactly what a resume should be: brief, to the point, and above all, a great sales tool. A resume is a standalone document that you cannot talk through or explain, so it needs to stand independently to differentiate you from your peers.

PURPOSE

The purpose of a resume is to guarantee your place on an interviewer’s shortlist. Your document is your first chance to “sell” yourself, and once successful, interviews commence where you can expand upon your experience, achievements, and the reasons why you are the right person for the role.

As with many things in life, first impressions count. So it is worth taking the time to make sure your resume is of a high quality and reflects you holistically. Before creating your resume, think about the person reading this document and remember that it should:

- Highlight your potential to an employer.
- Sell your skills and experience to date.
- Focus on achievements and not just reiterate the job description.
- Convey a positive, can-do attitude.
- Provide insight into you as a person.
- Be easy to read and logically laid out.

STRUCTURE

Be sure to include the following areas in your document:

- **Personal details:** Include your full legal name, birth place, current address and contact details, both mobile number and email address. You should also include your preferred working locations in China. Be sure to use appropriate voicemail messages and email addresses with employers and to check these sources regularly during campus season to respond to all contacts promptly.
- **Educational history:** Include recent information only. Anything from primary/elementary school is too dated and high school references should only contain school and grading details, plus any academic achievements and key extracurricular activities, leaving the majority of the document for your university details. Be sure to specify your expected graduation year and month and your cumulative GPA. Specify the details of your study program such as honours, double degrees, majors and minors, but refrain from listing subjects studied. Be sure to clearly outline any academic awards such as Dean List honours.
- **Work experience:** List experience in reverse chronological order and be sure to include any past experience including internships, part-time work, and volunteering.

STRUCTURE

Whether or not past roles are directly relevant to the industry for which you're applying, they do speak to work ethic and the development of early professional skills. Clearly state the company name, dates employed, department and your title, and be sure to quantify your responsibilities rather than just listing tasks; i.e., rather than stating "answered retail banking calls from customers," you could state "received upwards of 150+ retail banking calls per shift pertaining to a range of issues from account queries, transfers, complaints, and sales enquiries." Similarly, list any achievements as well, such as "achieved sales quota each quarter" and "awarded 'representative of the month' three times in first year."

- **Extracurricular information:** This section is perhaps the most important and often neglected or missing entirely from resumes. Employers are concerned with much more than your grades and technical knowledge, focusing on your team working abilities, potential skill for connecting with clients whether internal or external, and ability to negotiate your way around a global firm. This section should provide insights into you as an individual, by listing your true interests and hobbies (remember you might be questioned on these). Be sure to list details of exchange programs, student clubs, leadership positions, sports, and travel which helps us discover all facets of you beyond the GPA.
- **References:** Never list these on a resume, as you should notify contacts before firms connect to ensure they are fully briefed on the role you have applied for, in order to best answer the questions objectively. Simply state "available upon request."

COVER LETTERS

Cover letters are important, as they are an additional page in which to relay information about yourself, specifically something you'd like to highlight from the resume or something you'd like to explain, such as a GPA you're concerned about or a lack of experience in a particular area. The text should be genuine and express the key sentiment you wish to share that differentiates you from other candidates. Refrain from a standard letter that recites the firm's details and values, this is already known to the reader and they wish to understand more about you, your achievements, passions, and goals.

FINAL TIPS

- Use section titles and formatting to divide your resume clearly.
- Select an easy to read font.
- Apply a consistent font style and size.
- Use bullet points to summarize.
- Proof read this document several times as it speaks of your attention to detail.

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