

Résumé Writing

A resume is a brief history of your work experience, education, accomplishments and the assets you can bring to a possible employer. Your resume introduces you and lets employers know why you are a good candidate for the job and why you deserve an interview.

What should you include on your resume?

Heading

- ✓ Your FULL Name
- ✓ Complete Address
- ✓ Home Phone Number
- ✓ Appropriate E-Mail Address

Objective

- ✓ Objectives are optional. If you chose to include an objective, be specific. However, if you are too specific you may eliminate the possibility of being considered for other similar positions.
- ✓ You should tailor the objective to each job you apply for.

Education/Training

- ✓ Include names and addresses for each school you have attended.
- ✓ Include the dates you attended.
- ✓ Include certificates, degrees or licenses you earned.
- ✓ You may or may not include your Grade Point Average depending on how high or low it is. GPA's below 3.0 should not be included on a resume.
- ✓ You may also mention coursework that is related to the job you are applying for.

Work Experience

- ✓ You should include **ALL** work experience you have including, full time employment, part time employment, internships or volunteer work.
- ✓ Provide the names and addresses of employers.
- ✓ Dates of employment
- ✓ Describe your duties.
- ✓ Mention accomplishments, promotions or other significant recognitions you received.

Special Skills/Activities

- ✓ List or mention any special skills you have, such as computer skills, Website design, bilingual, computer programming, or any other skill you have.
- ✓ List your interests and participation in extracurricular activities, such as **High School/High Tech**, band, Spanish club, etc.

Volunteer Experience

No matter where you're applying or what you plan to study in college, potential employers want to know you're a well-rounded member of society. Listing your participation in a program such as Habitat for Humanity or your weekly work at a local soup kitchen can definitely add some pizzazz to a resume short of work experience.

Always Use a Cover Letter

A cover letter is used to introduce your resume.

What should you include on a cover letter?

- Include your name and phone number.
- Today's date
- The name and address of the company you are applying to.
- A greeting
- A paragraph explaining why you are writing.
- A paragraph or two that describes how your skills relate to the job you are applying for or how your skills and expertise can benefit the organization.
- A paragraph requesting an interview.
- Complimentary closing
- Be sure to use the same type of paper you used on your resume.
- You should type the envelope too.

Follow-up Letter

A follow-up letter is a good idea after a job interview.

- Write a brief letter thanking the interviewer for the opportunity to interview.
- You should do it immediately after the interview (within 24 hours).
- Express your enthusiasm about the position and the company.
- Recap your strengths and what you can bring to the company.
- Request to meet with the interviewer again.

Résumé Writing

Helpful Hints

Resume Length

- Unless you are applying for a top-level position, your resume should not be more than one page long.
- **REMEMBER**, your resume is a *BRIEF* history of your experience and accomplishments.

Paper Size and Color

- Use standard 8-1/2 x 11 inch paper.
- White or ivory are the **only** acceptable colors of paper for your resume.

Typing

Use a computer or word processor to type your resume.

- Use a simple typeface, such as Times New Roman.
- Leave a one-inch margin on all sides.
- Underline and indent to emphasize important information.
- Check spelling and punctuation.
- Avoid making Xerox copies of your resume.

Content

- Be factual
- Be positive
- Be brief
- Emphasize relevant experience
- Stress your results
- Avoid wordiness
- Avoid including personal information such as, age, marital status, or race.
- Use familiar terms
- Be neat
- **PROOFREAD!!!!**

Use Action Verbs

- *They make your resume come alive.*

Accelerate	Educated	Improved	Produced	Sold
Accomplished	Encouraged	Interpreted	Programmed	Solved
Achieved	Established	Launched	Promoted	Streamlined
Advised	Evaluated	Maintained	Proposed	Summarized
Attained	Executed	Managed	Recruited	Supervised
Compiled	Expedited	Marketed	Regulated	Taught
Composed	Facilitated	Monitored	Reorganized	Trained
Computed	Formulated	Operated	Represented	Upgraded
Created	Generated	Organized	Researched	Utilized
Delegated	Headed	Performed	Resolved	Worked
Demonstrated	Helped	Planned	Restored	Wrote
Developed	Identified	Prepared	Restructured	
Devised	Illustrated	Presented	Revised	
Directed	Implemented	Prioritized	Scheduled	
Edited	Initiated	Processed	Shaped	

JANE DOE

April 21, 2006

Mr. Dan D. Lyon
Human Resources Director
Technologies Inc.
Metropolis, Texas 70000

Dear Mr. Lyon:

Your advertisement for an entry level professional position which appeared in the Metropolis Gazette intrigues me. I am a recent graduate of City High School where I concentrated on and excelled in computer science and web design. I am looking to get a jump-start into a professional career by gaining experience in the technology field.

I am already proficient in many computer systems and operations, but I know I still have a lot to learn. Although I have little formal job training, I believe that my desire, dedication and work ethic will transition me into the fast-paced environment of IT.

Enclosed you will find a copy of my résumé which will provide a more detailed look at my qualifications. I look forward to meeting with you in the near future.

Sincerely,

Jane Doe

Jane Doe
1234 Road Avenue, Apartment 567
Metropolis, Texas 70000
(890)123-4567
Enclosure

JANE DOE

OBJECTIVE

My objective is to find a position where hard work and dedication will lead to personal and professional growth.

EDUCATION

- [2001 – 2007] **City Senior High School** Metropolis, Texas
- ❖ Treasurer of student Council in 2007
 - ❖ President of the High School/High Tech program in 2006
 - ❖ Secretary of the Young Business professional Association in 2005
 - ❖ I excel in areas of math, science and technology which will lead to an educational and professional future

WORK EXPERIENCE

- [4/1/2006 – Present] **Gourmet Bakery** Metropolis, Texas
- Manager*
- ❖ Responsible for managerial duties including opening and closing store, scheduling and maintaining a smooth-running establishment
 - ❖ Oversee that facility is clean and sanitary for our customers' health, safety and enjoyment
 - ❖ Engage with customers to obtain feedback to better serve the community

- [As Needed] **Various Neighborhood Families** Metropolis, Texas
- Babysitter*
- ❖ Watch over and care for small children
 - ❖ Plan and organize various activities for children

- [1/1/2005 – 1/1/2006] **Fast Food Joint** Metropolis, Texas
- Manager*
- ❖ Operated cash register
 - ❖ Took pride in keeping a clean and organized environment
 - ❖ Multitasked in a fast-paced environment

VOLUNTEER EXPERIENCE

- Student Mentoring/Tutoring
- ❖ Participated in peer mentoring program at City High School
 - ❖ Tutored elementary aged children in math and science

COMPUTER SKILLS

I am proficient in Microsoft Office utilities, and am a quick study with new technologies and software.

Writing a Résumé: Instructions to create your first résumé

- 1] Click on “File” in the upper-left hand corner
- 2] Click on “New”
- 3] On the right hand side, a drop-down menu will pop-up. Click on “On my computer...”
- 4] Click on the tab labeled “Other Documents.”
- 5] Click on “Résumé Wizard.”

The Résumé Wizard will walk you through a few pages of questions.

- 6] Click “Next”
- 7] Select “Elegant Résumé.”
- 8] Select “Entry-level Résumé.”
- 9] Enter your personal information.
- 10] Click “Next.”
- 11] Select “Objective, Education, Interests and activities, Work Experience, Volunteer Experience, and References.”
- 12] Click “Next”
- 13] Click “Next”
- 14] Highlight “Interests and activities.” Click “Move Down” twice.
- 15] Click “Next.”
- 16] Click “Finish.”

Animated Office Assistant will pop-up.

- 17] Click “Cancel.”

You now have a template set up.

Under each heading, there will be places for you to type information.

Look under “Objective.” Left-click on “Type Objective Here.” The area will be highlighted and when you type the area will be replaced with your text.

Résumé Wizard is a great way to start your résumé; however, everyone that uses Résumé Wizard will have a résumé that looks similar. Once you get used to the general format and information, it is a good idea to experiment with different formats.

Résumé Outline

Contact information

Street address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Objective

Education

High school: _____
Years attended: _____
City, State: _____
Achievements

Work Experience (most recent)

Name of business: _____
Date of employment: _____
City, State: _____
Job Title: _____
Description of responsibilities, duties and achievements

Work Experience

Name of business: _____
Date of employment: _____
City, State: _____
Job Title: _____
Description of responsibilities, duties and achievements

Work Experience

Name of business: _____
Date of employment: _____
City, State: _____
Job Title: _____
Description of responsibilities, duties and achievements

Volunteer Experience

Name of organization: _____
Dates of volunteer work: _____
Title or brief description: _____
Description of responsibilities, duties and achievements

Résumé Outline References

Reference 1

Name: _____
Title: _____
Company: _____
Contact number: _____

Reference 2

Name: _____
Title: _____
Company: _____
Contact number: _____

Reference 3

Name: _____
Title: _____
Company: _____
Contact number: _____

Additional information