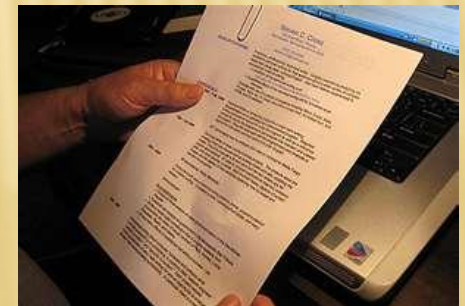




RESUME WRITING

WHAT IS A RESUME?

- ✘ A resume is a summary of your employment history, education, skills, volunteer experiences, and any honors/awards.
- ✘ It is your opportunity to advertise your skills, abilities and accomplishments that have made you the kind of person the employer is wanting to hire.



TYPES OF RESUMES

× Chronological

- Items are listed in reverse chronological order with your most recent schooling or job first
- Names, dates, places of employment, and education are grouped separately
- Type most preferred by employers

× Functional

- Focuses on skills and talents
- De-emphasizes job titles, employer names, and dates

× Chrono-functional

- Chronologically lists job history and education
- Highlights special qualifications



MAKE-UP OF A RESUME

× Heading

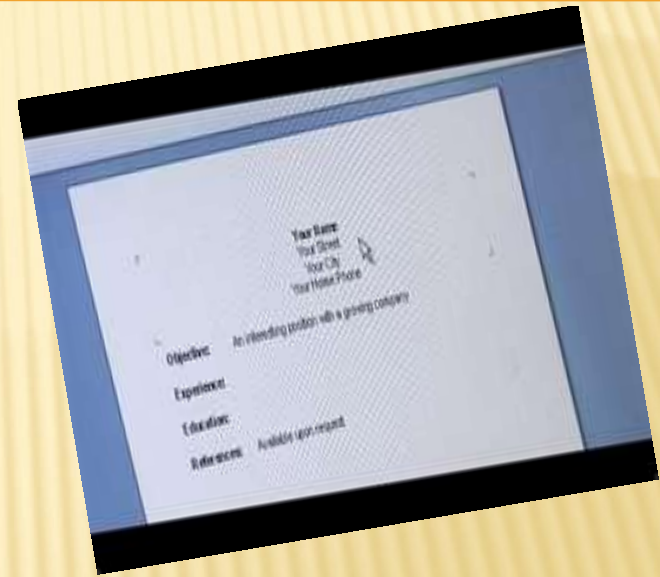
- Address
- Full name
- Phone number
- Email (optional)

× Objective (optional)

- Can be to a specific job, can also be general
- Short phrase pertaining to the position you are seeking

× Skills, Qualifications, Highlights, etc.

- Highlight skills, personal qualities, and accomplishments that you possess



MAKE-UP A RESUME CON'T

✘ Work Experience

- List in reverse chronological order starting with your most recent employment
- Include dates of employment
- List company name and address
- Your specific job title
- State your duties and responsibilities using short phrases
- Do not use long sentences or paragraphs
- Now is the time to use, Action Verbs

EXAMPLES OF ACTION VERBS

- × Accomplished
- × Advised
- × Compiled
- × Created
- × Developed
- × Directed
- × Evaluated
- × Fabricated
- × Maintained
- × Operated
- × Planned
- × Prepared
- × Reported
- × Supervised
- × Trained
- × Tested

MAKE-UP OF A RESUME CON'T

× Education/Training

- Start with your most recent school
- List dates attended, program of study, degree or certificate awarded, and any special honors and awards you have received
- Include any special training, apprenticeships, seminars, or workshops you attended

× Volunteer Experiences

- Include any volunteer experiences you may have participated in

× References

- State, Available Upon Request, Attached, or Enclosed
- Do not include references on your resume, your references are listed on a separate sheet of paper

SAMPLE RESUMES

✘ Chronological

✘ Functional

✘ Chrono-functional



DO'S AND DON'TS OF RESUME WRITING

DO'S

- ✘ Use phrases
- ✘ Use “white space”
- ✘ Describe your duties, accomplishments, etc. with “Action Verbs”
- ✘ One page
- ✘ Emphasize skills related to the job
- ✘ Print on resume paper if mailing or hand delivering
- ✘ Save as Word Document on, “flash drive” for emailing and changing information
- ✘ Neat, organized, and to the point

DON'TS

- ✘ Complete sentences
- ✘ Crowd information together
- ✘ Include personal information, such as: birthday, social security number, etc.
- ✘ Include references on resume



'SAAAY... YOU MUST BE QUITE A GUY!'

From 'Which Niche?'
by John D. Stungerson & Phil Frank

REFERENCE PAGE

- ✘ Type the word, References on the top of page
- ✘ State your personal information: name, address, phone number beneath the word, References
- ✘ List at least 3 non-related persons who can attest to your work skills, accomplishments, and personal character
- ✘ Include each persons; name, title (if applicable), address and phone number
- ✘ Be sure to contact each of your references for permission to use them as your reference
- ✘ [Sample Reference page](#)

REMEMBER

EMPLOYERS TAKE APPROXIMATELY 7-10 SECONDS TO VIEW YOUR RESUME, SO MAKE IT COUNT!

