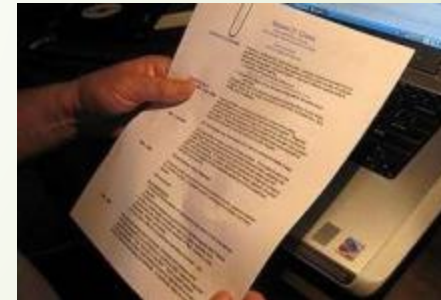




Resume Writing

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 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



DOS 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



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

Remember:

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

