

## **Choosing The Resume Format That's Best For You**

Your individual circumstances will determine what resume format will work best for you. Resume experts generally recommend three styles of resume layouts:

- 1) Chronological
- 2) Functional
- 3) Chrono-Functional

### **1) Chronological Format**

This format lists your employment history starting with your most recent or current employment and working backward to your first job (or 10 years into the past-whichever comes first).

The **Chronological Format** is a good choice when:

- You want to call attention to a stable work history.
- You want to highlight upward mobility, accomplishments, and promotions in your chosen career.
- You are applying for a job in a very conservative company or field.
- You want to find a job in the same area as your previous job(s).

**Chronological Format** may not be a good choice when:

- You are changing careers or looking for work in an area you haven't worked before.
- You are looking for your first job and lack experience related to the job for which you're applying.
- You've changed employers frequently in the past.
- You want to emphasize skills that haven't been used in recent work experience.
- You have had significant gaps in your work history.
- You have been absent from the job market for a while.

## **2) Functional Format**

This format emphasizes the applicable skills you have developed, rather than when, where, or how you acquired them.

The **functional format** is a good choice when:

- You are making a career change
- You are entering the job market for the first time (or are pursuing an entry-level position) and you don't have the applicable work history to build a chronological resume
- You want to emphasize the skills and capabilities relevant to the future job, rather than past job responsibilities
- You have had a variety of jobs in the past that are relatively unconnected
- The work you have done in the past has been freelance, consulting, or temporary
- You are returning to the workplace after an absence
- You are concerned that your age may be a barrier
- You haven't shown advancement in responsibility or have had lateral moves
- You are self-employed
- You are closer to retirement than the onset of your career

**Functional format** may not be a good choice when:

- You are applying for a job in your current field and have a solid work history
- You want to emphasize a growth pattern in the work you have done or in your education
- Your past employers are important in relation to your job objective
- Your most recent employers are highly prestigious
- You are applying for jobs in highly traditional fields such as teaching, the ministry, or law/politics where specific employers are of great interest
- You have performed a limited number of functions in your previous work

## **3) Chrono-Functional Format**

This format is a combination of the chronological and functional formats

The **chrono-functional format** is a good choice when:

- You want to showcase a solid employment history and highlight skills that are applicable/transferable to the future position
- You have a strong performance record and are on a career track that you wish to continue

**Chrono-functional format** may not be a good choice when:

- You lack a record of advancement or progression in your chosen profession
- Your work history has been unstable or there are gaps in your work history
- You have held many similar positions and listing skills for each would be redundant
- You want to draw attention to experience or skills acquired outside of your work history

**YOUR NAME**

Street address  
City, State, and Zip Code  
Telephone number  
E-mail address (optional)

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**OBJECTIVE:** A position as Manager of Whatever, focusing on this and that areas.

**Summary of Qualifications**

- Number of years experience in work\* at all relevant to the objective above.
- Credentials or education or training relevant to this objective.
- An accomplishment that quantifies how you improved your job.
- A skill that relates to your position such as computers/languages.
- A strength as needed on the job.

**Relevant Experience and Accomplishments**

Month/Year-Present      Workplace, City, State  
Job Title

- A two-line overview of your essential role in this company, mentioning the kind of products or services you offered, and possibly who your customers were.
- An accomplishment/one-liner from this job, relevant to the new job objective above, preferably spelling out your unique actions and the benefits to your employer.
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**Education and Training**

Degree or classes or whatever  
Some credentials, maybe

**ANITA JOB**

19055 Fifth Avenue NE

Outtaluck, NY 98370

707-555-2345

anitajob@aol.com

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**Objective:** Sales/Customer Service Manager, Auto Body Experts

**Summary of Qualifications**

- 11 years experience in the auto parts and service industry.
- Professional attitude toward customer satisfaction, resulting in an excellent reputation with customers.
- Ability to balance books and handle finances in a responsible manner.
- Purchasing experience and expert knowledge of automotive parts.

**Relevant Experience and Accomplishments**

12/96-Present      H&H Distributors, San Leandro, CA (import parts wholesaler)

*Inside and Outside Sales*

Part of a two-person sales team with over a million dollars in sales per year, topping two million last year.

- Successfully handled busy phones daily, servicing customers while meeting shipping and delivery deadlines.
- Maintained acceptable profit margins without alienating customers, through superior customer service.

04/94-12/96      Overland Parks Express, Emeryville, CA (import parts wholesaler)

*Domestic Purchasing and Inside and Outside Sales*

Advanced from order-taker to outside sales person and eventually to domestic purchasing manager.

- Monitored inventory, requested and evaluated price quotes, prepared and placed purchasing orders.
- Oversaw receiving procedures and maintained quality control of domestically purchased products.

01/88-04/94      D & L Engines, Berkeley, CA (VW and Japanese engine rebuilder)

*Parts, Service Writing, Bookkeeping, Mechanics*

Performed minor mechanical repairs and set-ups for machine work, as well as managing all phases of daily office operations, include:

- Service writing, estimating, and scheduling of work.
- Bookkeeping, banking, and accounts payable.
- Ordering, receiving, and keeping inventory of parts and supplies.

**Education and Training**

Colby College, Waterville, ME

Bachelor of Science, Marketing, 1988

\_\_\_\_\_ (your name)  
 \_\_\_\_\_ (your address)  
 \_\_\_\_\_  
 \_\_\_\_\_ (your phone number)  
 \_\_\_\_\_ (your e-mail address)

Professional Objective: \_\_\_\_\_

## Summary of Qualifications

- \_\_\_\_\_ (years of experience)
- \_\_\_\_\_ (Education)
- \_\_\_\_\_ (Accomplishment)
- \_\_\_\_\_ *Quantify how you improved your job*
- \_\_\_\_\_ (Skill)
- \_\_\_\_\_ (Strength)

## Experience and Accomplishments

\_\_\_\_\_ (Years) \_\_\_\_\_ (Job title) \_\_\_\_\_ (workplace)

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 (Two-line overview)

- \_\_\_\_\_ (skill statement)
- \_\_\_\_\_ (skill statement)
- \_\_\_\_\_ (skill statement)

\_\_\_\_\_ (Years) \_\_\_\_\_ (Job title) \_\_\_\_\_ (workplace)

---

(Two-line overview)

- \_\_\_\_\_ (skill statement)
- \_\_\_\_\_ (skill statement)
- \_\_\_\_\_ (skill statement)

\_\_\_\_\_ (Years) \_\_\_\_\_ (Job title) \_\_\_\_\_ (workplace)

---

 (Two-line overview)

- \_\_\_\_\_ (skill statement)
- \_\_\_\_\_ (skill statement)
- \_\_\_\_\_ (skill statement)

## Education and Training

\_\_\_\_\_ (degree) \_\_\_\_\_ (school) \_\_\_\_\_ (year graduated)

**YOUR NAME**

Street Address

City, State, and Zip Code

Telephone Number

E-mail address (optional)

**Objective:** Position as \_\_\_\_\_**Summary of Qualifications**

- Number of years experience in the field or line or work.
- Relevant credentials or training or education
- An accomplishment\* that quantifies how you improved your job.
- A skill that relates to your position such as computers/language.
- A strength as needed on the job.

**Relevant Experience and Accomplishments****ONE RELEVANT SKILL**

- An accomplishment\* that illustrates or documents this skill.
- Another accomplishment\* that illustrates or documents this skill.
- Another accomplishment\* that illustrates or documents this skill.

**ONE RELEVANT SKILL**

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- Another accomplishment\* that illustrates or documents this skill.

\*wherever possible, mention where this happened, linking it to the Employment History to avoid confusion. Note: In all cases, “relevant” means relevant to the above stated objective.

**Employment History**

Month/Year – Present	Job Title	Company name, city, state
Month/Year – Month/Year	Job Title	Company name, city, state
Month/Year – Month/Year	Job Title	Company name, city, state
Month/Year – Month/Year	Job Title	Company name, city, state

**Education and Training**

Degree or classes or whatever

Some credentials, maybe

**ANITA JOB**  
555 Berkeley Hills Way  
Berkeley, CA 94706  
510-555-5732  
anitajob@aol.com

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**Objective:** Administrative/manufacturing support position with a textile manufacturer, involving project management, customer relations, and inter-staff liaison.

**Summary of Qualifications**

- Talent for generating strong support and cooperation of staff, maximizing and integrating their talents to achieve the priorities of management.
- Ability to “think on my feet” and balance many projects at once.
- Proven record of success in handling increasing levels of responsibility.
- Degree in textile design; portfolio of designs available.

**Relevant Experience and Accomplishments**

**PROJECT MANAGEMENT**

- Set up a special tracking system for customer repair units, including design of in-house forms.
- Developed initial plans for regional newsletter for field service technicians.
- Collaborated with product manager to organize a recall-and-return program for retrofit of customer units, successfully resolving this design problem.
- Organized all aspects of shipping and receiving of returned customer goods for repair and restocking, reducing turnaround time 50% by careful tracking and attention to detail.
- Filled in for department manager during vacation periods, attending managers’ meetings, arbitrating disputes, authorizing customer credits, screening potential new hires.

**CUSTOMER RELATIONS**

- Reorganized and streamlined customer service filing system at Brown-Weber for full-staff access.
- Built a reputation as customer service “Answer Lady” by developing an expertise in the product line, being available to respond promptly to clients’ questions and requests, and taking pride in getting problems handled correctly the first time.

**LIAISON**

- Served as management/staff liaison for conversion to a new software system:  
>Learned the system, performed troubleshooting, trained staff, and recommended improvements.
- Provided critical management-support for technical managers:  
>Prioritized incoming communications from customers, factory, and headquarters.  
>Edited important outgoing communications for foreign-speaking technical degree.

**BACKGROUND IN TEXTILES**

- Completed textiles class work as required for Associate of Applied Science degree.
- Independent fabric design for use in apparel.

**Employment History**

01/87-present	Regional Service Administrator/West (10/91-present) BROWN-WEBBER, Optics, San Leandro, CA
	Supervisor/Central Repair Administrator (06/89-10/91)
	Group Leader/Central Repair Administrator (05/88-06/89)
	Data Entry/Customer Service (01/87-05/88)

**Education and Training**

Bachelor of Arts, Studio Arts, Montana State University, Bozeman, MT 1984  
Associate of Applied Science, Fashion Institute of Technology, Carmichael, CA 1986

\_\_\_\_\_ (your name)  
 \_\_\_\_\_ (your address)  
 \_\_\_\_\_  
 \_\_\_\_\_ (your phone number)  
 \_\_\_\_\_ (your e-mail address)

Professional Objective: \_\_\_\_\_

### Summary of Qualifications

- \_\_\_\_\_ (years of experience)
- \_\_\_\_\_ (Education)
- \_\_\_\_\_ (Accomplishment)  
*Quantify how you improved your job*
- \_\_\_\_\_ (Skill)
- \_\_\_\_\_ (Strength)

### Experience and Accomplishments

- \_\_\_\_\_ (Skill Category)
- \_\_\_\_\_ (skill statement)
  - \_\_\_\_\_ (skill statement)
  - \_\_\_\_\_ (skill statement)
- \_\_\_\_\_ (Skill Category)
- \_\_\_\_\_ (skill statement)
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  - \_\_\_\_\_ (skill statement)
  - \_\_\_\_\_ (skill statement)

### Employment History

\_\_\_\_\_ (Years) \_\_\_\_\_ (Job Title) \_\_\_\_\_ (Workplace)  
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### Education and Training

\_\_\_\_\_ (degree) \_\_\_\_\_ (school) \_\_\_\_\_ (year graduated)



**YOUR NAME**

Street Address  
City, State, and Zip Code  
Telephone Number  
E-mail address (optional)

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**Objective:** Position as \_\_\_\_\_

**Summary of Qualifications**

- Number of years experience in the field or line or work.
- Relevant credentials or training or education
- An accomplishment\* that quantifies how you improved your job.
- A skill that relates to your position such as computers/language.
- A strength as needed on the job.

**Relevant Experience and Accomplishments**

Workplace, City, State

Month/Year-Present      Job Title

A two-line overview of your essential role in this company, mentioning the kind of products or services you offered, and possibly who your customers were.

**ONE MAJOR SKILL**

- An accomplishment that illustrates this skill.
- An accomplishment that illustrates this skill.
- An accomplishment that illustrates this skill.

**ANOTHER MAJOR SKILL**

- An accomplishment that illustrates this skill.
- An accomplishment that illustrates this skill.
- An accomplishment that illustrates this skill.

Workplace, City, State

Month/Year-Present      Job Title

A two-line overview of your essential role in this company, mentioning the kind of products or services you offered, and possibly who your customers were.

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**ANOTHER MAJOR SKILL**

- An accomplishment that illustrates this skill.
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**Education and Training**

Degree or classes or whatever

\_\_\_\_\_ (your name)  
 \_\_\_\_\_ (your address)  
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Professional Objective: \_\_\_\_\_

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- \_\_\_\_\_ (Years of Experience)
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\_\_\_\_\_ (Years) \_\_\_\_\_ (Job title) \_\_\_\_\_ (Workplace)

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\_\_\_\_\_ (Years) \_\_\_\_\_ (Job title) \_\_\_\_\_ (Workplace)

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## Education and Training

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## ACTION VERBS

(The Underlined words are especially good for pointing out accomplishments)

### Management/Leadership/Decision Making Skills

- |                   |                      |                     |                       |
|-------------------|----------------------|---------------------|-----------------------|
| • administered    | • directed           | • <u>increased</u>  | • recruited           |
| • advocated       | • elected            | • <u>initiated</u>  | • <u>reorganized</u>  |
| • analyzed        | • eliminated         | • inspected         | • replaced            |
| • appointed       | • emphasized         | • <u>instituted</u> | • represented         |
| • approved        | • enforced           | • led               | • restored            |
| • assigned        | • <u>enhanced</u>    | • managed           | • reviewed            |
| • <u>attained</u> | • enlisted           | • merged            | • scheduled           |
| • authorized      | • <u>established</u> | • moderated         | • secured             |
| • chaired         | • executed           | • motivated         | • selected            |
| • considered      | • formed             | • operated          | • spearheaded         |
| • consolidated    | • founded            | • organized         | • sponsored           |
| • contracted      | • generated          | • overhauled        | • staged              |
| • controlled      | • governed           | • oversaw           | • started             |
| • converted       | • handled            | • pioneered         | • streamlined         |
| • coordinated     | • headed             | • planned           | • <u>strengthened</u> |
| • decided         | • hired              | • presided          | • supervised          |
| • delegated       | • hosted             | • prioritized       | • terminated          |
| • determined      | • <u>improved</u>    | • produced          |                       |
| • developed       | • incorporated       | • recommended       |                       |

### Communication/People Skills

- |                    |                    |                |                   |
|--------------------|--------------------|----------------|-------------------|
| • addressed        | • debated          | • interpreted  | • proposed        |
| • advertised       | • defined          | • interviewed  | • publicized      |
| • arbitrated       | • described        | • involved     | • reconciled      |
| • arranged         | • <u>developed</u> | • joined       | • recruited       |
| • articulated      | • directed         | • judged       | • referred        |
| • authored         | • discussed        | • lectured     | • reinforced      |
| • clarified        | • drafted          | • listened     | • reported        |
| • collaborated     | • edited           | • marketed     | • <u>resolved</u> |
| • communicated     | • elicited         | • mediated     | • responded       |
| • composed         | • enlisted         | • moderated    | • solicited       |
| • condensed        | • explained        | • negotiated   | • specified       |
| • conferred        | • expressed        | • observed     | • spoke           |
| • consulted        | • formulated       | • outlined     | • suggested       |
| • contacted        | • furnished        | • participated | • summarized      |
| • conveyed         | • incorporated     | • persuaded    | • synthesized     |
| • <u>convinced</u> | • influenced       | • presented    | • translated      |
| • corresponded     | • interacted       | • promoted     | • wrote           |

### **Analytical/Research Skills**

- |                    |                |                   |                 |
|--------------------|----------------|-------------------|-----------------|
| • analyzed         | • evaluated    | • interpreted     | • searched      |
| • clarified        | • examined     | • interviewed     | • <u>solved</u> |
| • collected        | • experimented | • <u>invented</u> | • summarized    |
| • compared         | • explored     | • investigated    | • surveyed      |
| • conducted        | • extracted    | • located         | • systematized  |
| • critiqued        | • formulated   | • measured        | • tested        |
| • detected         | • gathered     | • organized       |                 |
| • determined       | • identified   | • researched      |                 |
| • <u>diagnosed</u> | • inspected    | • reviewed        |                 |

### **Technical Skills**

- |                  |                     |                     |                 |
|------------------|---------------------|---------------------|-----------------|
| • <u>adapted</u> | • debugged          | • operated          | • restored      |
| • applied        | • <u>designed</u>   | • <u>overhauled</u> | • <u>solved</u> |
| • assembled      | • determined        | • printed           | • specialized   |
| • built          | • developed         | • programmed        | • standardized  |
| • calculated     | • <u>engineered</u> | • rectified         | • studied       |
| • computed       | • fabricated        | • regulated         | • upgraded      |
| • conserved      | • fortified         | • remodeled         | • utilized      |
| • constructed    | • installed         | • repaired          |                 |
| • converted      | • maintained        | • replaced          |                 |

### **Teaching Skills**

- |                      |                      |                     |                  |
|----------------------|----------------------|---------------------|------------------|
| • adapted            | • <u>developed</u>   | • individualized    | • stimulated     |
| • advised            | • enabled            | • informed          | • taught         |
| • clarified          | • encouraged         | • instilled         | • tested         |
| • coached            | • evaluated          | • <u>instructed</u> | • <u>trained</u> |
| • communicated       | • explained          | • motivated         | • transmitted    |
| • conducted          | • <u>facilitated</u> | • persuaded         | • tutored        |
| • <u>coordinated</u> | • focused            | • set goals         |                  |
| • critiqued          | • guided             | • simulated         |                  |

### **Financial Data Skills**

- |                |                    |              |              |
|----------------|--------------------|--------------|--------------|
| • administered | • budgeted         | • forecasted | • reconciled |
| • adjusted     | • calculated       | • managed    | • reduced    |
| • allocated    | • computed         | • marketed   | • researched |
| • analyzed     | • conserved        | • measured   | • retrieved  |
| • appraised    | • corrected        | • planned    |              |
| • assessed     | • determined       | • prepared   |              |
| • audited      | • <u>developed</u> | • programmed |              |
| • balanced     | • estimated        | • projected  |              |

### **Creative/Innovative Skills**

- |                  |                      |                     |                  |
|------------------|----------------------|---------------------|------------------|
| • acted          | • customized         | • formulated        | • originated     |
| • adapted        | • <u>designed</u>    | • <u>founded</u>    | • performed      |
| • authored       | • <u>developed</u>   | • illustrated       | • photographed   |
| • began          | • devised            | • <u>initiated</u>  | • planned        |
| • combined       | • <u>directed</u>    | • <u>instituted</u> | • <u>revised</u> |
| • composed       | • <u>displayed</u>   | • integrated        | • revolutionized |
| • conceived      | • drew               | • <u>introduced</u> | • shaped         |
| • conceptualized | • entertained        | • <u>invented</u>   | • <u>solved</u>  |
| • condensed      | • <u>established</u> | • modeled           |                  |
| • <u>created</u> | • fashioned          | • modified          |                  |

### **Helping/Counseling/Mediating Skills**

- |                |                      |              |                   |
|----------------|----------------------|--------------|-------------------|
| • adapted      | • comforted          | • fostered   | • rehabilitation  |
| • advocated    | • contributed        | • furthered  | • represented     |
| • aided        | • cooperated         | • guided     | • resolved        |
| • answered     | • counseled          | • helped     | • settled         |
| • arranged     | • demonstrated       | • instilled  | • simplified      |
| • assessed     | • diagnosed          | • insured    | • <u>supplied</u> |
| • assisted     | • educated           | • intervened | • supported       |
| • attended     | • encouraged         | • mentored   | • tutored         |
| • cared for    | • ensured            | • motivated  | • volunteered     |
| • clarified    | • <u>expedited</u>   | • prevented  |                   |
| • coached      | • <u>facilitated</u> | • provided   |                   |
| • collaborated | • familiarized       | • referred   |                   |

### **Organization/Administrative/Detail Skills**

- |                |                |               |                       |
|----------------|----------------|---------------|-----------------------|
| • approved     | • distributed  | • ordered     | • routed              |
| • arranged     | • executed     | • organized   | • scheduled           |
| • catalogued   | • filed        | • planned     | • screened            |
| • categorized  | • formalized   | • prepared    | • set up              |
| • charted      | • generated    | • processed   | • submitted           |
| • classified   | • implemented  | • provided    | • supplied            |
| • coded        | • incorporated | • purchased   | • <u>standardized</u> |
| • collected    | • inspected    | • recorded    | • systematized        |
| • compiled     | • logged       | • registered  | • <u>updated</u>      |
| • coordinated  | • maintained   | • reorganized | • validated           |
| • corrected    | • monitored    | • reserved    | • verified            |
| • corresponded | • obtained     | • responded   |                       |
| • disseminated | • operated     | • reviewed    |                       |

### **Selling/Convincing Skills**

- arbitrated
- convinced
- dissuaded
- marketed
- mediated
- negotiated
- persuaded
- promoted
- publicized
- resolved
- secured
- sold
- solicited

### **Additional Verbs for Accomplishments**

- achieved
- completed
- expanded
- exceeded
- improved
- pioneered
- reduced  
(losses)
- resolved  
(issues)
- restored
- spearheaded
- succeeded
- surpassed
- transformed
- won

## Marketable Personality Traits

### Task Oriented Skills

Accurate	Gets things done right	Perfectionist
Adaptable	Goal directed	Persistent
Ambitious	Good judgment	Problem solver
Analytical	Hard worker	Productive
Artistic talent	High achiever	Punctual
Awareness	High energy	Quick learner
Capable	Highly motivated	Realistic
Clear-thinker	Honest	Resourceful
Commitment to growth	Imaginative	Risk taker
Competent	Independent	Self-motivated
Conscientious	Industrious	Sense of humor
Cooperative	Innovative	Sensitive
Creative	Leadership ability	Serious
Dedicated	Loves a challenge	Shrewd
Dependable	Loyal	Sincere
Eager	Manages time	Team player
Efficient	efficiently	Thorough
Energetic	Methodical	Trustworthy
Enterprising	Meticulous	Verbal
Eye for detail	Motivated	Versatility
Farsighted	Optimistic	Visionary
Flexible	Orderly	Works well under pressure
	Organized	

### People Oriented Skills

Ability to motivate others	Helpful
Congenial	Leadership qualities
Cooperative	Optimistic
Courteous	Outgoing
Diplomatic	Patience
Eloquent	Sense of humor
Excellent communication skills	Sensible
Friendly	Supportive
Generous	Sympathetic
Gets along well with others	Team worker
Good listener	Tolerant of others understanding

## **Resume & Cover Letter Books & Resources**

### **Websites:**

[www.damnngood.com](http://www.damnngood.com)  
[www.resume-now.com](http://www.resume-now.com)  
[www.resumetipsandhelp.com](http://www.resumetipsandhelp.com)  
[www.rileyguide.com](http://www.rileyguide.com)

### **Resume Resources:**

America's Top Resumes.....J. Michael Farr  
Blue Collar & Beyond.....Yana Parker  
The Damn Good Resume Guide.....Yana Parker  
Dynamite Resumes.....Ron and Caryl Krannich  
Electronic Resumes for the New Job Market.....Peter Weddle  
Executive Resumes.....Donald Asher  
The Federal Resume Guidebook.....Kathryn K. Troutman  
Gallery of Best Resumes for Two-Year Degree Graduates.....David Noble  
High Impact Resumes & Letters.....Ronald L. Krannich & William J. Banis  
Portfolio Power.....Martin Kimeldorf  
Resume Almanac.....Adams Media Corporation  
Resume Catalog.....Yana Parker  
Resume Pro.....Yana Parker  
The Resume Solution.....David Swanson  
The Resume Writer's Workbook.....Stanley Krantman  
Resumes for College Students and Recent Graduates.....VGM Career Horizons  
Resumes for Sales & Marketing Careers.....Chuck Cockran/Donna Peerce  
Winning Resumes for Computer Personnel.....Anne Hart  
Your First Resume.....Ron Fry

### **Cover Letter Resources:**

Cover Letter Almanac.....Adams Media Corporation  
Cover Letters That Knock 'em Dead.....Martin Yate  
The Perfect Cover Letter.....Richard H. Beatry



## **Model Cover Letter**

Your Present Address  
City, State, Zip Code  
Date of Letter

Contact Person Name  
Title  
Company Name  
Address  
City, State, Zip Code

Dear Mr./Mrs. \_\_\_\_\_,

Explain your reason for writing, what job you are applying for and where did you hear about this position. Immediately explain why your background makes you the best candidate for the position for which you are applying (thesis statement). Keep the first paragraph short and hard-hitting.

Explain, with clarity, the reasons you feel make you a qualified candidate (from thesis statement you stated in the first paragraph). Detail what you could contribute to this company. Show how your qualifications will benefit the firm. Remember to keep this letter short; few employers will read a cover letter over one page.

Describe your interest in the corporation. Subtly emphasize your knowledge about the company (the result of your research effort) and your familiarity with the industry. You should present yourself as eager to work for any company with which your interview.

In the closing paragraph, you want to wrap up/or conclude your ideas. You should indicate your desire to interview. Include your phone number and e-mail address. Alternatively, you might prefer to mention that you will follow up with a phone call (to arrange an interview) at a mutually convenient time within several days. Thank the employer for their time and consideration.

Sincerely,

Your Full Name (typed)

**\*\*Remember that the cover letter is a writing sample that will tie your qualifications in with the job description. It should be error free and well written. Develop your ideas and make sure that you have given at least three selling points (of yourself) that relate to the position and/or company needs.**

## **SAMPLE COVER LETTER**

555 Berkeley Hills Way  
Berkeley, CA 94706  
March 14, 2003.

Ms. Mary Lou Nelson  
Manager of Human Resources  
Continental Industries, Inc.  
2900 Rosemont Blvd.  
Rosemont, IL 60018

Dear Ms. Nelson,

I am applying for the web developer position that was advertised with Northwestern University Career Services this week. The position seems to fit very well with my education, experience, and career interests.

Your position requires skills in various types of programming and software used in web development. My academic program in computer studies emphasized C, C++, Visual Basic, Assembler, Java, and SQL. In addition, I have extensive experience in using several software packages in web development, including Adobe Illustrator, Photoshop, After Effects, and Dreamweaver. My experience as a department computer consultant gave me exposure to both PC (Windows 3.1, 95, 98, NT) and Macintosh platforms as well as Novell and NT LANs. Additionally, I worked as a summer intern in computing operations for a major city newspaper where I gained knowledge of enterprise systems and e-commerce operations. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Continental Industries, Inc. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at 847/683-5555 or m-lopez@anemailaddress.edu.

Thank you for your consideration. I look forward to talking to you.

Sincerely yours,

Maria Lopez

## Reference Page Template

NAME  
Home address  
City, state zip code  
Phone number  
E-mail address (optional)

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**Name**  
*Title*  
Company Name  
Company Address  
Phone Number

**Name**  
*Title*  
Company Name  
Company Address  
Phone Number

**Name**  
*Title*  
Company Name  
Company Address  
Phone Number

**Name**  
*Title*  
Company Name  
Company Address  
Phone Number

**Name**  
*Title*  
Company Name  
Company Address  
Phone Number

## Resume Checklist

- \_\_\_ Are name, address, phone number, and e-mail included at the top?
- \_\_\_ Is the resume one complete page or two complete pages maximum?
- \_\_\_ Is the objective appropriate considering the job for which applicant is applying?
- \_\_\_ Are the headings (objective, summary of qualifications, relevant skills/experience, work history, education/training) prioritized in order of importance/relevance?
- \_\_\_ Does each work experience include the following information:
  - \_\_\_ employer's name, city, and state?
  - \_\_\_ dates of employment?
  - \_\_\_ job titles?
  - \_\_\_ significant duties, activities, accomplishments, and promotions?
- \_\_\_ Is each statement describing work experience prioritized in order of importance/relevance?
- \_\_\_ Does each statement describing work experience begin with an action verb?
  - \_\_\_ present job...present tense
  - \_\_\_ previous jobs...past tense
- \_\_\_ Does educational information include the following:
  - \_\_\_ degree, institution, city, state, date of graduation (year), and major?
  - \_\_\_ GPA (3.0 or higher), minor, accomplishments, awards, campus memberships (optional)?
- \_\_\_ Is any reference to high school omitted?
- \_\_\_ Are personal pronouns (I, me, my) omitted?
- \_\_\_ Are excess word (the, a) omitted?
- \_\_\_ Are grammar, punctuation, and spelling correct?
- \_\_\_ Has the resume been proofread by at least one to two additional people?