

RESUME BASICS

A resume sells you to an employer. It should be neatly typed and spelled correctly. Most experts believe a resume for a high school student or recent graduate should be limited to one page. Templates may be found in Microsoft Word and other word processing programs.

A. Personal Data:

First name, middle initial, and last name – use your legal name

If you prefer to be known by another name, put it in parenthesis. For example, Wilbur (Bill)

Street address

City, State (spelled out), and zip code

(Area code) and telephone number -Use a number where you can be reached during business hours.

Add e-mail address if you have one.

B. Objective: Good Examples:

- "Seeking an assembly-line manufacturing position utilizing my technical training and welding experience."
- "Seeking a home-health nursing position utilizing my education, training, and previous nursing experience."
- "Seeking a teaching and position utilizing my education, training, and classroom management background."

C. Work Experience or Work History

Start with the most recent first and work back. List the job title, employer's name, city and state, and dates of employment. Unless you had several jobs in one year, list only the year. As a rule of thumb, don't list a job that was for less than three or four months unless it helps you. State duties, responsibilities and skills.

Remember to:

- * Use bulleted statements.
- * Never use pronouns (such as I, me, my, mine, etc.).
- * Begin each statement with an action verb.

D. Education and Training - only list GPA if it is over 3.0

As with most other things, list the most recent first and work your way back. List the formal name of the school, the city it is located in, and the state. If you have taken job-related training or courses, list them. Include foreign language classes if you have had them..

E. Activities, Organizations, and Community Service

List broad categories rather than specific ones. A few good examples: "Active in Local Church Activities", "Member and Vice-President, Key Club", "JROTC", "Coordinated school get-out-the-vote efforts."

F. References Available Upon Request

You may put this phrase at the bottom of the last page of your resume, but it is not necessary. Take along reference sheets to an interview, in case requested. For each reference list:

Mr./Mrs./Ms. first and last name

job title or position

company name or affiliation

street or mailing address

city, state, zip code

(area code) phone number

Who should you use for a reference??? Use someone who can talk directly about your work ethic and personal commitment to your employment. Contact this person and ask their permission before using them as a reference. Some examples of who to ask: Supervisor, Assistant Manager or Manager, Pastor, Teacher.

Whenever possible, use power words to describe yourself and your activities. The resume is a tool with one specific purpose: to win an interview. If it does this, it works. If it doesn't, it isn't an effective resume. A resume is an advertisement, nothing more, nothing less. However, unlike some advertising, it must be accurate as well as enticing!

POWER WORDS

Accomplished achieved addressed advised appeared applied arranged assessed assigned assisted
awarded **B**ought briefed budgeted built

Changed collected communicated compared completed concluded conducted constructed consulted
converted coordinated created

Dealt decided delegated delivered demonstrated described designed developed devised discussed
distributed documented drafted

Earned edited eliminated enlisted ensured entered established evaluated examined expanded
explained explored extended **F**iled filled focused forecast found

Gathered generated graded granted guided **H**andled helped

Identified implemented improved incorporated increased initiated instructed interviewed
introduced invented investigated involved

Joined **K**ept **L**earned led listed logged

Made managed matched measured met modified monitored

Negotiated **O**bserved operated ordered organized oversaw

Participated performed persuaded planned prepared presented processed promoted proposed
published purchased pursued

Raised received recorded recruited redesigned reorganized repaired replied reported represented
researched reviewed revised

Saved scheduled selected served set up shared showed solved spoke started streamlined
strengthened stressed structured studied submitted succeeded suggested summarized supervised
surveyed

Tackled targeted taught tested took toured traced tracked traded trained translated transported
treated trimmed turned tutored

Uncovered understudied unified updated upgraded used utilized

Verified visited **W**eighed won worked wrote

More Power Suggestions

ability capable capability complete(ly) consistent contributions developing educated efficient
effective effectiveness equipped excellent exceptional experienced increasing knowledgeable major
mature maturity outstanding performance positive potential productive proficient profitable proven
qualified record repeatedly resourceful responsible results significant significant(ly) specialist
substantial substantially successful stable thorough thoroughly versatile vigorous well educated
well rounded