

WHAT IS A RÉSUMÉ?

It is a personally designed, written summary of your education, experiences and interests. It sketches the skills and services you can offer to a potential employer. A résumé is a short version of curriculum vitae. Résumé writing is a good method of assessing what you are capable of doing and your background. If updated regularly, it can be an efficient tool in identifying future personal development areas.

GENERAL RULES IN RÉSUMÉ WRITING

1. **VISUAL APPEAL:** Your resume should be clear, uncluttered and visually appealing. Important items should be immediately identifiable. Don't waste lot of space with, for example, dates or location. Use an attractive typeface such as Arial, Century Gothic, Times New Roman, Palatino, or Bookman. Use font size 10, 11 or 12. Make sure that fonts are consistent throughout the document.
2. **LANGUAGE:** Résumé language should be simple, crisp, expressive and personal. Make the reader pay attention by using action words that convey accomplishments and problem solving skills.
3. **ACCOMPLISHMENTS:** It is important to show results and accomplishments on your résumé, not just responsibilities. What was achieved? What was changed? How are you different from everyone else who might be looking for the same job? Whenever possible, quantify the results achieved.
4. **FOCUS:** Focus your résumé so that it will effectively communicate the experience, training and personal qualities that demonstrate your fitness for a specific position. For those with several interests or broad set of interests, prepare different résumés for each type of job.

SPECIFIC GUIDELINES IN RÉSUMÉ WRITING

- **Consistency** in format should be followed at all times.
- Use an attractive typeface such as Arial, Century Gothic, Times New Roman, Palatino, Bookman, etc.
- Laser-print your résumé.
- Margins should be 1 inch on all sides.
- Use short white quality bond paper.
- Every item should be listed from the most recent to least.
- Take note of the proper placing of periods and commas.
- Acronyms or abbreviations must be avoided.
- Dates should be complete and consistent.
- Use double space between heading and sections.
- The name and page numbers should be indicated at the upper left corner in every succeeding page (page 2, 3, 4, etc.) Name should be in all CAPS and bold, no spaces before the page number.

ELEMENTS OF A RÉSUMÉ

HEADING: Name, address (with zip code), contact numbers (landline – with area code, and mobile number/s), e-mail address, provincial address, and other contact details.

EDUCATION: Include only college and high school educational information: *Name of school, degree, term of graduation, academic awards and recognition or school-based awards (awards sponsored by the academic institutions)*

WORK EXPERIENCE: Inclusive of year/s employed, job title, employer (name of organization), results and accomplishments on the job. As much as possible, quantify results achieved. *What was achieved? What was changed? What was improved?*

CO-CURRICULAR ACTIVITIES: Inclusive of year/s of participation, org position title, name of the organization and results and accomplishments on the job. What was achieved? What was changed? What was improved? Participation in contests and competitions should be included in this portion.

SEMINARS ATTENDED and SEMINARS CONDUCTED: month and year, title of the seminar, name of sponsoring organization. This portion can be split into two if applicable.

RESEARCH PAPERS PREPARED: year and title of the paper. Paper related to major subjects should be included; those ones in high school and minor subjects should be excluded. If applicable, name of the publisher (newsletter, newspaper, magazine, journal, book), location of publisher (v, #), issue number (#,#0, series number (#, #, #), page numbers (#-#) (Type quotes around the title of your article)

PERSONAL BACKGROUND: date and place of birth, languages spoken, computer skills (i.e. software programs, programming language), other special skills, hobbies and interests (optional). Do not include height, weight and name of parents. Do not include senseless hobbies such as: watching TV, listening to music, chatting or hanging around with friends, etc.

REFERENCES: name/s, position, organization, and contact number of person/s. For general résumé, it is applicable to indicate: "Available upon request."

CHRONOLOGICAL RESUME FORMAT SAMPLE

FULL NAME

1234 Taal Street, Singalong,
Malate, Manila 1004
(02) 123-4567; 123-4567
+639171234567
juandelacruz@yahoo.com

23 Maisan Road
Malinta, Valenzuela City 1440
(02) 123-4567

2" X 2" ID picture with
white background

(collared upper
garment)

OBJECTIVE

(optional)

(one sentence – where do you prefer to work?)

EDUCATION

2008-2012

DE LA SALLE UNIVERSITY

Bachelor of Science degree in Commerce, Major in Business Management, December, 2012. Dean's List: 1st Term, AY 2009-10; 2nd Term, AY 2011-12. Candidate for Cum Laude. Awardee: Ten Outstanding Students of Manila, 2011.

2004-2008

LA SALLE SANTIAGO ZOBEL HIGH SCHOOL

High School Diploma, March 2008. Honorable Mention. Awards: Academic Excellence, 2007; Most Outstanding Student, 2006.

WORK EXPERIENCE

May-August 2010

PRACTICUM TRAINEE, FEDERAL EXPRESS

Assisted the Research and Development Supervisor in gathering data on Market Research; handled incoming and outgoing correspondence of the Research and Development office.

April-May 2010

ACCOUNT EXECUTIVE, CITIBANK

Handled the accounts of new customers and advised them on their financial endeavours

CO-CURRICULAR ACTIVITIES

2009-2010

RESEARCH AND DEVELOPMENT HEAD, DLSU-COUNCIL OF STUDENT DEVELOPMENT (CSO)

Initiated the following projects: CSO budget defense proposal, needs analysis survey and CSO performance appraisal system. Led the conceptualization, planning and implementation of Shirtfest Variety Show.

2008-2009

PRODUCTION HEAD, DLSU-OFFICE OF CAREER SERVICES

Redesigned and supervised the implementation of the Resume File Service process; increased participation in Resume File Service by 100% and company subscription by 50%.

FULL NAME

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SEMINARS ATTENDED

July 2009 LEADERSHIP SEMINAR
Student Development Office, De La Salle University

March 2009 EFFECTIVE PRESENTATION SKILLS SEMINAR
Student Development Office, De La Salle University

SEMINARS CONDUCTED

August 2009 FACILITATOR, RELATIONSHIPS SEMINAR
Student Development Office, De La Salle University

May 2009 CO-FACILITATOR, LEADERSHIP TRAINING
Student Development Office, De La Salle University

RESEARCH PAPER/S PREPARED

March 2010 AN ORDERED PROBIT MODEL OF APPLICATIONS TO DLSU'S BUSINESS AND ECONOMICS PROGRAM
Estimated a utility function that discusses the probabilities of high school graduates to apply and study in DLSU, be offered admission by DLSU and accept DLSU's offer.

PERSONAL BACKGROUND

Born on June 14, 1993 in Manila, Philippines. Fluent in English and Filipino. Knowledgeable in Microsoft programs and Adobe PageMaker. Interests: Cross-stitching, handicraft and desktop publishing. Adaptable, goal-oriented and quality-oriented.

REFERENCES

Available upon request. *(option 1)*

FULL NAME *(option 2)*
Position / professional relationship
Company name
Contact Details

FULL NAME
Position / professional relationship
Company name
Contact Details