

Guidelines to Help You Prepare a Resume

A resume is a concise written summary of your qualifications, education, and experience that relates to the position you are seeking.

It is most commonly used when applying for a job. However, it can also be used to apply for internships and graduate and professional schools.

In addition, a well-prepared resume helps you effectively prepare for an interview by having your history at your fingertips.



SANTA ROSA
JUNIOR COLLEGE

Career and Employment Center

Resume Formats

There are a variety of resume formats. The two most common formats are the chronological and the functional combination. Each format is suited for certain employment histories and/or employment goals. Ideally, the format you choose should emphasize the strong points and uniqueness that best present your qualifications for a specific job.

Choose the format that works for you.

Chronological

This traditional format is preferred by many employers. It allows you to emphasize your experience specific to your employment goal.

- Information is presented in reverse chronological order with the most recent employment listed first.
- Information is organized by dates and job titles.
- Dates should include months and years.
- Emphasis is on accomplishments in specific positions.
- Job duties are described in detail with emphasis on those requiring the highest degree of skill and judgment.

Effective if:

- You have experience in the field in which you seek employment
- You can demonstrate accomplishments related to work
- Your employment history shows continuous upward progression with no significant gaps
- Your job titles are impressive or your places of employment are impressive

Functional Combination

This format emphasizes your capabilities, skill levels, and accomplishments rather than job titles.

- Information is presented by listing three or four skills/functions relating to the job you are pursuing.
- Your major skills and accomplishments can be highlighted in different sections.
- The functional format may help you target the resume into a new direction or field.
- Employment history can be minimized by listing employment and job titles without actual job duties.

Effective if:

- You want to change careers
- You have learned new skills in school and want to highlight those skills
- You are a recent graduate with little or no professional experience in the field
- You have large time gaps in your work history
- You have accomplishments related to school or volunteer work
- You have had different positions with the same type of job duties

The resume often is the first impression a job seeker will make on a prospective employer.



Basic Elements of a Resume

Heading/Contact Information

Identifying information should always appear at the top of the resume. Be sure this information is clear, stands out, and is easy to read. Include a phone number where you can be reached easily with a message that is appropriate for an employer. The heading should include:

- Name and address
(street address, city, state and zip code)
- Telephone with area code
- E-mail address and Web site (if applicable)

Employment Objective

Also known as "Position Desired" or "Career Objective"

The objective is placed at the top of the resume below your name and address. Using an objective is optional, but is recommended to give your resume focus.

- Decide on a specific job title for your objective
- Restrict your objective to one or two concise, easy-to-read sentences
- Avoid being too general
- Avoid fluffy phrases that sound self-serving such as "ability to enhance potential and utilize experience"

Education

The education section can be placed either below the objective (for recent graduates) or at the end of the resume. Listing your high school degree is not necessary and not recommended if you are a college graduate, or if you have several years of experience/or training in your field.

Include:

- Names of institutions attended and the cities and states where schools are located
- Education in reverse chronological order with degrees or licenses first followed by certificates and advanced training
- Degrees awarded; include major and/or minor information *only if you are a recent graduate*
- Date the degree was awarded and/or is to be awarded if you are working on an uncompleted degree
- GPA if it is 3.5 or above
- Course titles (if applicable)
- Honors and awards

Qualifications Summary

Keep it brief...no more than four to seven lines. The purpose of the "summary" is to highlight your most important qualities, achievements and abilities related to the job. This is often the part of the resume that gets the employer's attention. If you lack experience, then highlight ability. Include the following:

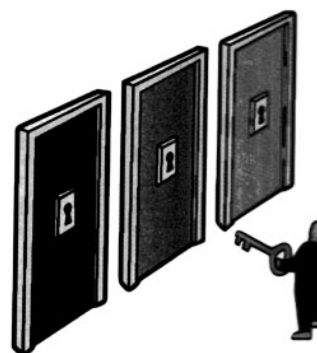
- Number of years of related experience
- Education, training, or certification in the field
- Key accomplishment(s)
- Employment-related honors and awards
- Specific skills* related to the field or job such as computer skills, knowledge of specific software, and/or foreign language skills

* Skills and accomplishments are sometimes in a separate section. In the chronological resume these become the first few descriptive phrases of your different jobs. List your skills and accomplishments in order of importance for your desired career goal.

Experience

Experience is highlighted using one of the formats discussed above.

- Do not limit your experience to paid employment; include relevant extracurricular volunteer and intern positions
- Quantify your accomplishments and responsibilities whenever possible
- Include job duties and skills that relate to the position you are seeking



Format: Functional Combination with Garamond font

This resume was formatted using 12 point type for the body text.

Karen Wilson

1111 Sonoma Highway • Santa Rosa, California 94111 • (707) 555-2222 • kwilson@aol.com

Job Objective: Community Services Coordinator

Qualifications:

- Strong belief in client empowerment
- Ability to visualize and design new programs
- Over five years experience in advocacy and fundraising
- Successful development and coordination of services for diverse populations
- Working knowledge of Sonoma County information and referral procedures

Relevant Experience:

Planning/Administration

- Established fundraisers for high school music program
- Developed yearly music camp for high school students
- Planned and implemented In-Home Activities Program for seniors
- Established policies and procedures for Meals On Wheels Program

Coordination

- Supervised and trained site managers, food service and delivery drivers
- Developed and scheduled activities for 18 dining sites
- Supervised staff for In-Home Activities Program
- Coordinated volunteers for high school music program

Employment History

Human Services Information and Referral, Santa Rosa, California Information and Referral Specialist	2002–present
El Molino High School, Forestville, California President of Friends of Music Coordinator of Music Camp	1998–present
New Wave Pool and Spa, Santa Rosa, California Advertising Manager	1990-1998
Sonoma County Council on Aging, Santa Rosa, California Program Administrator of Meals On Wheels Supportive Services Coordinator	1996-1998

Education:

Santa Rosa Junior College, Santa Rosa, California
Human Services Certificate Program; completion expected fall 2002

Chico State University, Chico, California
B.A. Social Welfare 1976



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Format: Chronological with Century Schoolbook font

This resume was formatted using 12 point type for the body text.

Stefen Morris

444 Francisco Way
Rohnert Park, California 94928
(707) 795-0000
electronics@aol.com

Objective

ELECTRONICS TECHNICIAN

QUALIFICATIONS

- Five years of electronic/technical experience
- Excellent technical and troubleshooting skills
- Graduated from Electronics Program with high honors
- Excellent team worker with leadership skills

RELEVANT EXPERIENCE

6/00–present Advanced Fibre Communications, Petaluma, California
Electronic Technician

- Troubleshoot hardware components
(amp cables, telephone wires, coax cable)
- Work with live wires and transmission lines
- Ensure design engineering compliance by working closely with Product Development Department
- Establish/negotiate procurement agreements for products

4/98–6/00 Mahi Networks, Petaluma, California
Mechanical Assembler/Electronic Tester

- Audited content completion and corrections on subassembly components
- Identified and repaired product problems
- Worked with oscilloscope, DMM, DMV, and microscope
- Updated documents by redlining documentation using Microsoft Word
- Trained newly hired employees

11/96–4/98 Calix Networks, Petaluma, California
Mechanical Assembler/Electronic Tester

- Performed final inspection of product prior to shipments
- Consistently met or exceeded standards for quality assurance
- Filed documents related to quality assurance
- Examined and tested finished products

EDUCATION

Santa Rosa Junior College, Santa Rosa, California

- Associate of Science degree, 1995
- Electronic Technology Certificate, 1994
- Graduated with Dean's Highest Honors



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... resume is an overview—it cannot and should not tell everything about you. A resume is one of your
before you can write an effective resume, you need to know what kind of job you want. Every resume
communication. Customize your resume to the audience you are trying to reach. Specificity counts—target

Place the most important information near the beginning. Focus on skills and experiences that correspond to the requirements of the job you are seeking. In most cases, you should go back only ten years in your work history.

Before you can write an effective resume, you need to know what kind of job you want.

- Your resume should be visually appealing; it is your advertisement for a job
- Proofread to ensure your resume contains absolutely no errors (no typographical errors; no spelling errors; no grammar, syntax, or punctuation errors; no factual errors)
- Target your resume to your goal
- Spell out numbers under and including ten
- Use numerical form for numbers over and including 11
- Use phrases rather than full sentences when phrases are possible
- Start sentences with verbs
- Vary words—don't repeat a verb or adjective twice in the same block
- Include nouns that describe your skills and experience (key words)

Length

Be concise. One page is preferred by most employers. Although no definite rule exists about a resume having to be only one page, common practice has been to limit a resume to one page when possible. However, avoid crowding too much information on one page. Use two pages if you need more space to highlight your experience and qualifications and to demonstrate your ability to do the job.

Paper

Print your resume on high-quality paper in neutral tones such as buff, white, off-white, light tan, or light gray. If you use quality-watermarked paper, be sure the right side of the paper is used. Hold the paper up to the light; you can see a watermark and “read” it if the right side of the paper is facing you. Never use paper with a background (pictures, marble shades, etc.).

Type, Size and Style

Use a serif font such as Times, New Century Schoolbook or Garamond for greater readability. The font size should be between 10 and 12 points. You can make headings slightly larger for emphasis. If you choose Times or Garamond, then use 12-point because these fonts are smaller. Be careful about mixing typefaces.



A resume should not include:

- The word “Resume” at the top of the resume
- Date of resume preparation
- Unnecessary passive voice such as “responsible for” or “duties included”
- Personal data or photo (unless job-related)
- Hobbies, interests, and professional associations (unless relevant)
- Reasons for leaving other jobs
- Negative information
- Long, wordy paragraphs
- Use of the first-person and possessive pronouns such as I, me, my, myself
- Name of supervisor
- Grade point average under 3.5
- Introduction
- Artwork/borders
- Abbreviations (except for those commonly known)
- Unrelated industry jargon
- Lies or misrepresentations of facts
- Exaggerations of your skills
- References (these should be submitted on a separate sheet and only upon request by the employer)
- References to religious or political affiliations (unless job-related)
- Salary information
- Full addresses and zip codes of former employers

A resume
is an
overview.
It cannot
and should
not tell
everything
about you.

Electronic Resumes

Many rules and precautions apply when preparing an electronic resume or a scannable resume or when placing your resume on-line. Visit the Career Center for additional handouts and books on this topic.

Also visit this website for more information:

<http://www.eresumes.com>

Rebecca Smith is the expert on electronic resume formats and provides advice on her web site

Check out these Web sites for additional information on resume writing and job search:

<http://www.rileyguide.com/respre.html>

A comprehensive site with valuable tips and links to other websites

www.monster.com

Focuses on career and job search for the college student

<http://www.palomar.edu/counseling/resume/index00.html>

A self-guided resume workshop designed for college students provided by Palomar College



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Action Verbs

Proclaim the genius in you!

accelerated	coordinated	formulated	monitored	renewed
accomplished	corresponded	founded	motivated	reorganized
acquainted	counseled	functioned	navigated	reported
acted as	created	gained	negotiated	represented
activated	committed	gathered	obtained	researched
adapted	commended	generated	operated	restored
adjusted	decided	governed	ordered	revamped
administered	defined	guided	organized	reviewed
advised	delegated	handled	originated	revised
affected	delivered	hired	participated	scheduled
analyzed	demonstrated	identified	performed	screened
approached	designed	illustrated	persuaded	selected
approved	detailed	implemented	pinpointed	served
arbitrated	detected	improved	planned	set up
arranged	determined	increased	possessed	simplified
assembled	developed	indexed	prepared	skilled
assessed	devised	influenced	prescribed	sold
assigned	diagnosed	informed	presented	solved
assisted	directed	initiated	presided	staffed
audited	discovered	innovated	problem-solved	standardized
authored	dispensed	inspected	processed	stimulated
budgeted	displayed	installed	produced	structured
built	distributed	instituted	programmed	strengthened
calculated	drafted	instructed	promoted	studied
catalogued	edited	integrated	proposed	summarized
chaired	educated	interacted	protected	supervised
charted	effected	interested	provided	supplied
clarified	eliminated	interpreted	publicized	surveyed
collaborated on	employed	interviewed	published	synthesized
collected	engaged	introduced	purchased	systemized
communicated	enlarged	invented	realized	taught
completed	equipped	investigated	received	team-built
compounded	established	involved	recognized	tested
conceptualized	evaluated	launched	recommended	trained
conciliated	examined	lectured	recorded	transcribed
conducted	executed	led	recruited	transmitted
conferred	exercised	logged	rectified	translated
conserved	exhibited	managed	re-designed	utilized
consolidated	expanded	marketed	reduced	versed
constructed	expedited	mediated	referred	wrote
consulted	experienced	merchandised	related	
controlled	facilitated	moderated	reinforced	
cooperated	familiarized	modified	rendered	