

Resumes

Basic Elements

- Heading
- Objective or Professional Summary
- Experience
- Professional Affiliations, Activities (if relevant), Computer Skills, etc.
- Awards / Recognition (if recent and relevant)

How Far Back Should You Go?

- Focus on experiences within the past ten years unless your previous experience relates to the position for which you are applying.

Proofread and Critique

- Always proofread for errors.
- Have someone else critique your resume.
- Make sure it is an accurate reflection of your abilities.

How to save a resume for a text box?

- Save your resume as a Plain Text instead of .doc or .docx.
- Check your saved Plain Text document for conversion or design errors.
- Copy and paste "Plain Text" into text box.

Purpose

A resume is a summary of one's education, work, and personal qualifications. It should focus on your skills and accomplishments as they relate to the desired position. By customizing your resume to the position, you are demonstrating to the employer that you are a good "fit" for the position.

Types of Resumes

Chronological resume

- List positions held beginning with the most recent and working back in time.
Pro: Highlights progressive job growth; Easy to follow
Con: Gaps in employment can be conspicuous.

Functional resume

- Highlights your skills and accomplishments as they relate to a specific job field
Pro: Very flexible; Eliminates repetition of job duties
Con: Employers may believe you are trying to hide something

Combination resume

- Borrows the best from chronological and functional resumes to reflect your skills in the best light.

Style Guide

<i>Font Size:</i>	10 to 12 point font 14 or 16 point font for your name
<i>Margin Settings:</i>	1 inch around all sides
<i>Font Style:</i>	Arial, Calibri, Tahoma, Times New Roman, and Courier New
<i>Bullets:</i>	Use small Circles or Squares.
<i>Page Length:</i>	One page is preferred
<i>Paper Type:</i>	Use good quality white or off-white paper.

Key Words to Tailor your Resume

Why use key words?

The abundance of resumes submitted via Internet have caused employers to streamline the selection of candidates to interview. Many times, an applicant tracking system (ATS) is the first to review your resume instead of a person. While not every company has an ATS, every employer is searching for candidates based on specific criteria for each job. But there are ways to crack through the system, by specifying skills that match the key words mentioned in the job posting.

Why is it important to use key words in a resume?

The key words best identify the skills that are needed for a particular position. Each position advertised will use different key words. This is why it is important to identify them for each position.

You can determine the position's key words by using these steps:

- Identify the job titles, skills, and education that would be most important for the position advertised.

For example:

Associate Degree in Human Services
Training new employees

- Highlight or underline all the key words that you find in the posting.
- Specify how your skills match the key words mentioned in the job posting.
- Utilize action verbs

For example:

Instead of "Responsible for training new employees," use "Trained new employees"

Tailor your resume to the position. Emphasize your skills and experience as they relate to the position.

How do I tailor my resume?

- Review the job posting carefully. Note the language used in the posting and use the same key words in your resume when possible.
- Group transferrable experiences (academic, work) related to job near the top of your resume to emphasize related skills.
- Leave off experiences that are more than 10 years old unless the skills are directly needed or applicable to the position.
- Use action words to describe what you did (i.e. organized, implemented, presented, etc.).
- Avoid using "responsible for" or "duties include" – Say what you actually did.

Qualify / Quantify

It provides employers a perspective of your work performance through numbers and adjectives.

Qualify

- Elaborate and emphasize outcomes and state how well you impacted them.
For example:
“Effectively designed new order form, reducing data entry errors” instead of “Designed new order form.”
“Provided efficient customer service during busy dinner periods” instead of “Provided customer service.”
For example:
Accurate Effective Exceptional Outstanding
Adaptable Efficient Experienced Proficient

Quantify

- Quantify your skills and accomplishments by using numbers and percentages to demonstrate your performance on jobs.
For example:
“Increased sales by 25% during the past two years.”
“Supervised and trained ten employees.”

Soft Skills

**Soft Skills are people skills.
They determine how an individual will interact with others.**

Examples

Ability to get along with others
Adaptable
Attitude
Common sense
Courtesy
Critical thinking
Desire to learn
Good communication skills
Highly motivated
Integrity
Positive “can do” attitude
Problem solving skills
Professionalism
Team player
Willingness to do whatever it takes

On the Resume

Able to receive and learn from constructive criticism
Dependable team player
Effective communication skills
Efficient time management skills
Exceptional organizational skills
Flexible team player
Friendly customer service
Highly motivated self-starter
Innovative leader in training new employees
Positive conflict resolution
Quick thinking problem-solver

Resume Do's and Don'ts

Do's

- Customize your objective for each position.
- Focus on your higher level transferrable skills as they relate to the position.
- Match key words used in the job posting or description to words in your resume.
- Explain skills and accomplishments in previous jobs.
- List school and employer information including city, state, and dates for all job experiences.
- Use proper verb tense.
- List computer skills and proficiency level.
- Proofread for spelling and grammatical errors.
- Trim and cut any extra words, phrases, or "filler" information from your resume.
- Have someone or one of the career services staff critique your resume.
- Keep it current and update regularly.

Don'ts

- Use the same resume for every job.
- Lie or exaggerate your experience, skills, or education.
- List high school or GED information once you are in college.
- List more than six bullets for a position.
- Send a resume without a cover letter.
- Use an objective different from that of the position for which you are applying.
- Use "responsible for" or "duties include".
- Use pronouns (I, he, she, they, etc.).
- Use abbreviations or acronyms that are not common knowledge.
- Use a template to create your resume. They are difficult to edit.
- Use multiple colors, different fonts, or graphics.
- Put "References Upon Request" or list references on your resume.

Resume Action Words

Accommodate	Discover	Negotiate
Accomplish	Dispatch	Observe
Account	Display	Operate
Achieve	Document	Optimize
Acquire	Educate	Organize
Adapt	Elaborate	Participate
Address	Eliminate	Partner
Administer	Emphasize	Perform
Advance	Encourage	Persuade
Advertise	Engineer	Plan
Advise	Enhance	Prepare
Advocate	Estimate	Present
Align	Establish	Process
Allocate	Evaluate	Promote
Analyze	Examine	Project
Apply	Execute	Proofread
Approve	Expand	Propose
Arrange	Expedite	Provide
Assemble	Evaluate	Publish
Assign	Facilitate	Purchase
Assist	Format	Recognize
Attain	Formulate	Recommend
Audit	Generate	Reconcile
Authorize	Guide	Record
Balance	Hire	Recruit
Budget	Identify	Regulate
Build	Illustrate	Renegotiate
Calculate	Implement	Represent
Coach	Improve	Resolve
Collaborate	Incorporate	Respond
Collect	Increase	Report
Compile	Influence	Research
Compute	Initiate	Restructure
Conceive	Inspect	Retrieve
Conduct	Install	Review
Conserve	Instruct	Revise
Consult	Integrate	Schedule
Contribute	Interpret	Search
Coordinate	Inventory	Select
Correspond	Investigate	Serve
Create	Lead	Solve
Critique	Learn	Strategize
Customize	Manage	Supervise
Decrease	Market	Teach
Define	Master	Track
Deliver	Maximize	Train
Demonstrate	Mediate	Transcribe
Describe	Mentor	Update
Design	Minimize	Upgrade
Develop	Monitor	Utilize
Devise	Motivate	Validate
Direct	Navigate	Verify

References

Why are references needed?

Employers want to talk to people who know about you and can discuss your work-related qualities, how you perform, what you can accomplish, and what makes you special.

Five Tips for Choosing a Reference

Ask Permission.

- It is always important to ask permission before you list a person as a reference.
- More importantly, ask "Will you give me a good reference?" If not, find another reference.

Provide your references with a copy of your resume.

- It shows where you are headed and emphasizes your accomplishments.

Tell them about the position(s).

- Keep your references informed on the types of positions that interest you.
- If possible, provide your references a copy of the job posting.

Keep them posted.

- Keep your references updated on your search and if you successfully obtain a job.

Thank them!

- Always thank your references for taking the time to speak about your skills and abilities.

George E. Amherst

1234 Merry Lane ♦ Lexington, South Carolina 29072
803-555-5555 (h) ♦ 803-555-5555 (c)
amherst.g.e@bellsouth.net

References

Mr. Gregory James

Current Supervisor
Lexington Medical Center Family Practice
50 Place Drive
Lexington, South Carolina 29073
803-555-5555
gjames@lex.med.com

Ms. Regina Smith

Instructor
Midlands Technical College
P O Box 2408
Columbia, South Carolina 29202
803-555-5555
smithr@midlandstech.edu

Mrs. Helene Garner

Former Co-op Supervisor
Evergreen Energies
895 Turtle Court
Camden, South Carolina 29020
803-555-5555
helene.garner@evergreenenergies.com

Mr. Anthony Oller

Former Supervisor
Outlook to the Future
P. O. Box 55555
Columbia, South Carolina 29204
803-555-5555
olleraj@attmail.com

Franklin D. Armstrong

123 Main Street
Lexington, SC 29073
Home: (803) 555.5555 Cell: (803) 555.5555
armstrongfd@yahoo.com

CUSTOMER SERVICE & FINANCE

Energetic, organized, and people-centered business professional effective in reorganizing, streamlining, and strengthening operations to maximize performance. Well-developed ability to sort through a broad range of financial options to find solutions best suited to customer needs.

KEY SKILLS

- FINANCIAL PLANNING
- DATABASE MANAGEMENT
- PEACHIREE SOFTWARE
- CLIENT-VENDOR RELATIONSHIPS
- CONSUMER CREDIT
- CONFIDENTIALITY

EDUCATION

Associate in Arts, Midlands Technical College, Columbia, SC, 2013
MTC Ambassador, President's List, Phi Theta Kappa, GPA: 3.83

RELEVANT COURSEWORK

- PSYCHOLOGY
- SOCIOLOGY
- ACCOUNTING PRINCIPLES
- COMPUTER TECHNOLOGY
- BUSINESS LAW & STATISTICS
- MICRO & MACRO ECONOMICS

PROFESSIONAL EXPERIENCE

Teller, Home town Bank, Columbia, South Carolina 2007–Present

- Provide unmatched, personal service to each customer
- Work in a team environment to accurately process member transactions
- Inform customers of available sales and service delivery options
- Effectively communicate to respond and resolve any questions and concerns

Cashier, Lowe's, West Columbia, South Carolina 2002–2007

- Opened and closed store
- Processed customer sales and accurately handled cash
- Assisted customers with merchandise selection
- Successfully increased sales by suggesting point-of-sale purchases

VOLUNTEER EXPERIENCE

United Way of the Midlands, 2010–Present
American Cancer Society, 2009–Present
Tobacco Masters, Midlands Technical College, 2009–Present

Walter Q. Perry
210 Sycamore Road, Apartment 308
Blythewood, South Carolina 29016
803-555-5555
perrywalterq@attmail.net

Objective: Pipe Welder utilizing effective blue print reading skills

Education: Midlands Technical College, Columbia, South Carolina
Certificate, **Welding**, 2013
Certificate, **Construction Engineering Technology**, 2013

Related Courses: Pipe Fitting and Welding, Blueprint Reading and Sketching,
Statics and Strength of Materials

United States Army Engineer School, Fort Leonard Wood, Missouri

- Sapper Leader Course, 2008
- Courses on surveying and engineering computations
- One Station Unit Training, 2005

Experience:

2005-2011 United States Army Reserve, Germany / Georgia / South Korea

Combat Engineer, Team Leader, 2008-2011

- Supervised, evaluated, and mentored a team of four soldiers
- Successfully managed and led team on over 150 combat patrols
- Secured more than \$150,000 in military supplies and equipment
- Effectively provided daily briefings to unit regarding tasks and objectives
- Trained unit soldiers on security and emergency readiness

Combat Engineer, Squad Member, 2005-2008

- Effectively detected mines while utilizing accurate surveying and mapping methods for future route clearance operations
- Prepared and installed explosive systems for demolition
- Successfully utilized fire and hazardous material prevention techniques
- Operated and maintained heavy wheeled vehicles

Awards and Honors/Decorations:

Scholar's List	Spring 2013; Fall 2012; Spring 2012
Commendation Medal	2011
Combat Action Badge	2009
Good Conduct Medal	2008, 2006

Christine A. Stanford, RN

Home: 803-555-5555

2408 Springmont Drive, Columbia, SC 29223
StanfordChris@yahoo.com

Cell: 803-555-5555

REGISTERED NURSE

PROFESSIONAL PROFILE

Compassionate, dedicated, and hands-on healthcare provider and team leader with strong business, interpersonal, and relationship management skills.

HEALTHCARE SKILLS

CASE MANAGEMENT

PATIENT & FAMILY EDUCATION

CONVERSATIONAL SPANISH

COMPUTER TECHNOLOGY

PATIENT DOCUMENTATION

POLICIES & PROCEDURES

CLINICAL TRAINING

PROBABILITY & STATISTICS

REGULATORY COMPLIANCE

EDUCATION

Midlands Technical College, Columbia, South Carolina

Associate in Applied Science, Nursing – December 2013

GPA: 3.94, President's List

Licensed Practical Nurse – 2010

Basic & Advanced Cardiac Life Support (BCLS / ACLS) Certified – Expires 1/2015

CLINICAL EXPERIENCE

Lexington Medical Center, Lexington, South Carolina

2012

Rotated through Orthopedics, Med/Surg, Oncology, and Patient Care. Under the direction of a nurse, cared for > 12 patients daily.

USC Medical Institute, Columbia, South Carolina

2010–2011

Assisted a world-renowned group of medical photographers administering advanced ophthalmologic assessments and surgeries. Continuously selected to care for VIP patients. Obtained knowledge in emergency response and preparedness procedures.

WORK HISTORY

Primary Caregiver, Columbia, South Carolina

2007–2008

Stepped away from full-time work / college to serve as caregiver to parent diagnosed with stage IV cancer. Provided daily care, assisted with financial affairs and coordinated treatment with medical professionals and hospice team.

Executive Assistant, PEBO Group, Columbia, South Carolina

2000–2007

Managed full administrative support functions for 4 managers and professional staff of 10. Prepared correspondence, mass mailings, and maintained corporate database. Meticulously proofread highly detailed documents, including quarterly reports and RFPs. Exhibited excellent computer skills, including Microsoft Word, Excel, PowerPoint, and Access.

VOLUNTEER / COMMUNITY INVOLVEMENT

Member, Student Nurses' Association of South Carolina (SNA-SC)

2012–Present

Treasurer, MTC Student Nurses' Association

2010–Present

Volunteer, National Park Service, Congaree National Park

2008–Present

RAPHAEL GONZALEZ

1429 W. Beltline Blvd., Columbia, SC 29203 (803) 555-5555 rzgonzalez@live.com

Objective:

Entry-level engineering position utilizing great attention to detail and proficiency in AutoCAD

Education:

Midlands Technical College, Columbia, South Carolina

Associate in Applied Science, Architectural Engineering Technology, 2011-Present
Architectural Systems and Codes Certificate, 2010

Coursework:

- Building Systems I & II
- International Building & Residential Codes
- Professional Communications
- Architectural Graphics
- Construction Methods & Estimating
- Construction Documents

Computer Skills:

- Autodesk AutoCAD
- ESRI ArcGIS
- Adobe Photoshop
- Microsoft Word, Excel, Access, & Project
- Computer-Aided Design (CAD)
- 3-D Software

Relevant Experience:

Temporary Drafting Assistant, University of South Carolina, Columbia, South Carolina 2011–Present

- Under supervision of Project Manager, use standard drafting methods and techniques to assist Facilities Design and Construction department
- Prepare construction drawings for various campus projects, including academic classroom buildings, greenhouse facility, and a residential complex
- Inspect, update, and distribute floor plans of campus buildings to keep track of changes in room numbers and square footage
- Closely monitor CAD drafting equipment and report any errors
- Document inventory as needed

Work History:

Crew Member, Pizza Hut, Columbia, South Carolina 2009–2010
Temporary Day Laborer, Labor Finders, Jacksonville, Florida 2006–2009
Cook, Paulie's Pizza, Jacksonville, Florida 2003–2006

Affiliations:

Student Member, Architectural Engineering Institute (AEI) 2010–Present
Volunteer, Central South Carolina Habitat for Humanity 2008–Present

“...Omar is a very dedicated student who goes the extra mile to make sure the job is done...”

...“We enjoyed having Omar on our team. He is passionate about social services and it shows...”

Outstanding Student Leadership Award, 2009
SC Council of Educational Opportunity Program Personnel

KEY SKILLS

Organizer
Multi-tasker
Fast Learner
Team Player
Self-starter
Problem Solver

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Access, & Publisher)
E-mail / Internet

OFFICE SKILLS

Filing & Data Entry
Multi-line Telephone
Maintaining Inventory

MEMBERSHIPS

Chi Beta Iota, 2011-Present
Students in Criminal Justice, 2008-Present
Midlands Crimestoppers, 2009-Present

OMAR L. KENNEDY

803.555.5555

PO Box 4, Columbia, SC 29202 okennedy12@gmail.com

CRIMINAL JUSTICE

Entry-level law enforcement position utilizing a natural curiosity, strong dedication, and prompt responsiveness to support organizational goals.

EDUCATION

WINTHROP UNIVERSITY — Rock Hill, South Carolina May 2013

Bachelor of Arts, Sociology, Concentration in Criminology, GPA: 3.61

MIDLANDS TECHNICAL COLLEGE — Columbia, South Carolina 2010

Associate in Applied Science, Criminal Justice Technology, GPA: 3.93

RELEVANT COURSEWORK

- Criminology
- Correctional Systems
- State and Local Government
- Police Administration
- Social Problems and Policy
- Criminal Justice Systems
- Conflict Resolution
- Criminal Evidence

WORK HISTORY

South Carolina Law Enforcement Division (SLED) — Columbia, South Carolina
Intern 2009–2010

- Efficiently processed 50-100 concealed weapon permit cards
- Accurately filed sensitive documents and assembled mailings
- Delivered confidential information to employees
- Frequently asked to assist in other departments as needed

Olive Branch Mission Services — Winnsboro, South Carolina
Office Assistant (Part-time) 2008–2009

- Appropriately greeted visitors, answered telephones, and distributed mail
- Scheduled appointments for 4 counselors and assisted with client intake
- Maintained and regularly updated list of community service providers
- Assisted staff with handing out promotional materials in the community

I GA — Blythewood, South Carolina
Stocker and Bag Assistant 2007–2008

- Selected by management to train and supervise all new assistants
- Made sure shelves were properly stocked and rotated
- Removed, sorted, and discounted expired items
- Welcomed customers and quickly bagged groceries at checkout

VOLUNTEER WORK

Family Preservation Community Services — Rock Hill, SC 2012
Winthrop University Criminology Practicum Intern

Midlands Technical College — Columbia, SC 2008–2010
Student Support Services Participant

Lexington County Sheriff's Department — Lexington, SC 2008
Information Services Volunteer

Richland County Sheriff's Department — Columbia, SC 2007–2008
Citizens Academy Participant and Graduate