



Resume Writing

Objectives:

- Create or update your resume.
- Learn to format your resume for online or email submission.



Resume Writing

Resume Basics:

- The purpose of a resume is to get you an interview.
- Your resume needs to contain the appropriate information.
- Your resume needs to be properly formatted.
- Your resume needs to be tailored to the job, company or industry.

Focus on:

- Relevant skills
- Education and/or training
- Employment history
- Industry experience
- Measurable accomplishments

Advantages of Using Word:

- Most widely accepted file type.
- Templates and wizards are unstable and hard to change.
- Easy to update.
- Easy to create multiple versions.

Formatting:

- Font should be professional and easy to read.
- Font size no smaller than 10 or larger than 12.
- Margins no smaller than .7 all the way around the page.
- Use bullets and bolding.
- Be aware of special requirements.

Special Formatting for Online Submission:

- Differences between online and email.
- Copy and paste vs. attachment.
- Use proper type of file.
- Align left.
- Be aware of formatting constraints.

Resume Do's:

- Target your resume.
- No more than 10 years.
- Include only relevant information.
- Use action verbs.
- Maintain consistent format.
- Be brief but concise.
- Proofread, proofread, proofread.

Resume Don'ts:

- Include references.
- Use fancy fonts or overcrowd.
- Use unprofessional email address.
- Use jargon or abbreviations.
- Include personal information.
- Make it longer than 2 pages.

Resume Sections:

1. Contact information.
2. Qualification statement or background summary.
3. Objective?
4. Education and/or training.
5. Employment history or professional experience.

Contact Information:

- Use full first and last name, no nicknames or titles.
- No unprofessional email.
- If posting on the Internet strictly limit amount and type of information.

Qualification Statement or Background Summary:

- Experience in the profession or industry.
- Relevant education or training.
- Skills which match requirements.
- Personal or professional attributes important to the employer.

Objective?

- No longer standard, in most cases a qualification statement is better.
- Brief, specific and targeted.
- Useful in certain situations.
 1. Networking.
 2. Job Fairs.
 3. If suggested by the employer.
 4. If you can't include a cover letter.

Objective Examples:

- **Example of an ineffective objective:** To obtain a challenging position in a growth oriented company where I can utilize my knowledge, education, and strengths to help others achieve goals as well as myself.
- **Example of a brief, specific objective:** Objective: Training Specialist/Maricopa County, Department of Human Services
- **Example of a brief but more general objective to use at job fairs or in networking groups:** Objective: Seeking position in Training and Development.

Education and/or Training:

- If you have obtained education or training specific to the job you are applying for list first.
- If a degree is a requirement list first.
- If you are a recent graduate list first.
- Don't include high school if you have other education.
- Emphasize relevant coursework.

Employment History or Professional Experience:

- Most recent first.
- Ten years tops.
- Emphasize skills or duties which match job requirements.
- Research company and use their preferred terminology.
- Include volunteer work if appropriate.

Seven Suggestions to Improve Your Resume

- 1.** A successful resume grabs the attention of the reader in the top third of the resume. Don't waste this space on a flowery objective that says nothing about you and your benefits. Create a Summary or a Highlights of Qualifications section to summarize the value you bring to the employer.
- 2.** Weigh your choice of words. Select strong action verbs, concrete nouns and positive modifiers for emphasis. Use concise phrases and clauses rather than complete sentences.
- 3.** Test your resume for relevancy. The information included in your resume should either support your job or career objective directly, or support your character in general. If you have no definite purpose for including something, leave it out.
- 4.** Always send a cover letter on matching paper with specific reference to the company's need and your qualifications for the job. A personal letter is always best; so make an effort to get the name and title of the individual making the hiring decision.
- 5.** Your resume should be sharply focused. Sending out 100 generic resumes will not get you nearly the success as if you send out 10 targeted and focused resumes to positions you are well qualified for.
- 6.** Focus on the benefits that you have to offer an employer. Your resume should not read like a job description or a meticulous list of all the job duties you completed. Instead focus on key skills and measurable accomplishments. Avoid the words "responsible for", "responsibilities included" or "duties"; this is job description language not results-oriented language that sells.
- 7.** Target your resume to the specific job AND the specific company you are applying for. The company provides key words in the job posting, but you can also find out what is important to the company through your research.

SKILL/ACTION VOCABULARY

Communication Skills: addressed, arbitrated, arranged, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited, translated, and wrote.

Helping Skills: assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitate, and represented.

Teaching Skills: adapted, advised, clarified, coached, communicated, coordinated, demystified, developed, enabled, encouraged, evaluated, explained, facilitated, guided, informed, instructed, persuaded, set goals, stimulated, and trained.

Research Skills: clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, and systematized.

Management Skills: administered, analyzed, assigned, attained, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, improved, increased, organized, oversaw, planned, prioritized, produced, recommended, reviewed, scheduled, strengthened, and supervised.

Technical Skills: assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, overhauled, programmed, remolded, repaired, solved, and upgraded.

Financial Skills: administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected and researched.

Creative Skills: acted, conceptualized, created, customized, designed, developed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, revitalized, and shaped.

Clerical/Detail Skill: approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, and validated.

Action Verbs: achieved, expanded, improved, pioneered, reduced, resolved, restored, spearheaded, and transformed.

Resume Worksheet

PERSONAL INFORMATION:

Full Name:

Address:

Telephone Number:

Social Security #:

Date of Birth:

Emergency Contact:

Telephone Number

EDUCATIONAL BACKGROUND

School Name:

School Address:

Course of Study (Honors, Tech Prep, etc.):

Dates of Attendance:

From:

To:

Degree/Diploma Received or Grade Level Completed:

School Name:

School Address:

Course of Study (Honors, Tech Prep, etc.):

Dates of Attendance:

From:

To:

Degree/Diploma Received or Grade Level Completed:

SKILLS

Computer Skills (hardware and software you can use):

Machine Skills (include machines you can operate):

Specialized Skills (foreign language spoken, auto repair, etc.)

WORK EXPERIENCE (List Most Recent Position First)

Employer: _____ Dates Employed: _____ From: _____
To: _____

Address: _____
Telephone Number: _____ Position Held: _____
Starting Pay: _____ per _____ Ending Pay: _____ per _____
Supervisor's Name: _____ Supervisor's Title: _____
1. _____
Duties and Responsibilities: _____
2. _____
3. _____
Reason for leaving: _____

Employer: _____ Dates Employed: _____ From: _____
To: _____

Address: _____
Telephone Number: _____ Position Held: _____
Starting Pay: _____ per _____ Ending Pay: _____ per _____
Supervisor's Name: _____ Supervisor's Title: _____
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Supervisor's Name: _____ Supervisor's Title: _____
1. _____
Duties and Responsibilities: _____
2. _____
3. _____
Reason for leaving: _____

REFERENCES (List At Least 2)

Name:
Job Title:
Home Phone #:
Home Address:
How long has this person known you?

Employer:
Work Phone #:
Work Address:

Name:
Job Title:
Home Phone #:
Home Address:
How long has this person known you?

Employer:
Work Phone #:
Work Address:

Name:
Job Title:
Home Phone #:
Home Address:
How long has this person known you?

Employer:
Work Phone #:
Work Address:

Name:
Job Title:
Home Phone #:
Home Address:
How long has this person known you?

Employer:
Work Phone #:
Work Address:

Name:
Job Title:
Home Phone #:
Home Address:
How long has this person known you?

Employer:
Work Phone #:
Work Address: