

What is a Resume

A resume is a brief history of your accomplishments that you prepare for potential employers.

A Good Resume is:

- **Clear**
It presents the facts in a clear, easy-to-read style.
- **Well Organized**
The reader can see your strong points at a glance.
- **Dynamic**
Action verbs make your past come alive
- **Neat**
Its appearance says, "I'm proud of who I am and what I have done."

A Good Resume Can Open Doors

Your resume introduces you and makes your sales pitch to potential employers. It tells them:

- You're a first-rate candidate for employment
- You deserve an interview, a chance to describe in person what you can contribute to their organization

Your most important marketing tool

- Focuses attention on your strong points
- Showcases your achievements
- Your first contact with employers
- Helps secure an interview
- Customized by you

Resume Categories

- | | |
|-----------------------------|-------------------------|
| * Career Objective | * Project Development |
| * Education | * Presentations |
| * Advanced Coursework | * Publications |
| * Honors & Awards | * Campus Involvement |
| * Academic Accomplishments | * Community Involvement |
| * Professional Experience | * Language Skills |
| * Employment Experience | * Computer Skills |
| * Clinical Experience | * Affiliations |
| * Summary of Qualifications | * Certifications |

The Different Types of Resumes

There are three main types of resumes. A Career Advisor at USA Career Services can assist you with more specialized types of resumes and resumes that are specific to your major.

The Chronological Resume

The word "chronology" refers to a sequence of events in time and the primary feature of this resume is the listing of jobs you've held, from the most recent backwards. This is the simplest of resumes, and it is a useful format if used properly. This resume works best when you have had a long, steady work history and promotions that you want to showcase.

The Skills, or Functional Resume

Instead of listing your experience under each job, the skills or functional resume clusters your experiences under major skill areas. If you have limited paid work experience, are changing careers, or have not worked for a while, a skills resume can be a clearly superior approach to help you present your strengths and avoid displaying your weaknesses.

The Combination, or Creative Resume

Elements of chronological and skills resumes can be combined in various ways to improve the clarity of presentation of a resume. For example, if you have a good work history that supports your current career objective, you could start with a Skills section that supports the skills needed in the job you want, and then include a shorter chronological Work and/or Professional Experience section.

Electronic, Scannable, and E-mail Resumes: How to Adapt Your Resume for an Electronic Job Search

The content of electronic resumes differs little from printed versions. This means that most of the work you do to create a printed version of your resume can be used in an electronic version as well. The differences are primarily in how these documents are formatted.

Here are a few tips on using the Internet as it relates to your resume.

Research. The Internet is a vast resource where you can find information on companies, industries, job descriptions, salaries, and just about anything else you can think of. Use the Internet to compile and narrow down your target list of companies. Check these companies' web sites for language you can use in your resume and cover letter or to see what relevant jobs they might have posted.

Speedy Communication. After you talk with a potential employer, you can quickly e-mail your resume and avoid regular mail delays. You can immediately apply on line for a job at one of your target companies and, if your skills fit, could be interviewing the next day.

Follow-up. Mass e-mailing to people you don't know is not a good way to conduct your research. But once you've established contact, e-mail is often the preferred method of communication.

You'll need to create at least two different file formats for your electronic job search: 1). Word – processing file; or 2). Text file.

The design and format of a text resume is quite different than a traditional resume – and it's vital for job seekers to know how to prepare a text resume.

Many companies, especially high-tech companies, use databases to quickly and efficiently match job seekers. Searches are done using keywords and phrases that describe the skills and education required for the position, thus when writing a text resume it is extremely important to use terms and familiar industry acronyms (jargon) that describe your skills and experience.

Word-processing file. This is the original format you used to create your resume. If you used Microsoft Word, in many cases you can safely send your resume as an attachment to your e-mail message. Most employers and recruiting firms that receive your resume will be able to open, view, download, print, and file your MS Word resume.

Text File. Most word processors will let you save a file to plain text, also called ASCII or DOS text. To save your resume in ASCII text, you will first type your resume into your word processing program using a monospaced font like Times or Courier. Remember, this type of file cannot include formatting such as bold type, bullet points, or graphics.

Main Guidelines to Writing a Text Resume

- Use one of the standard typefaces such as Times, Courier, Arial. Avoid using decorative fonts.
- Avoid any kind of graphics or shading.
- Keep formatting simple. Avoid bolding, italicizing, and underlining.
- Do not use bullets or lines.
- Left justify text.
- If your resume is more than one page, place your name at the top of each additional page
- Print your resume on a high quality laser printer or inkjet.
- Use only white or a very pale color paper.
- Always send original copies

Resume Worksheet

Identification

First Name	Middle Initial	Last Name
Permanent Address – Street and Number		
City	State	Zip
(Area Code) Phone Number		
E-mail Address		

Career Objective

Education

Degree Currently Seeking	Major	Date of Graduation
University/College	City	State
GPA (if 3.0 or higher)		

Previous Degree	Major	Date of Graduation
University/College	City	State
GPA (if 3.0 or higher)		

Relevant Course Work – List up to eight major or job-relevant courses. Use upper level courses, rather than introductory courses where possible.

_____	_____
_____	_____
_____	_____
_____	_____

Resume Worksheet (continued)

Professional/Employment Experience

List present and previous work experience that is related to the job to which you are applying. List in reverse-chronological order beginning with the most current position. Be consistent throughout. First line is bold except for dates. Whether job title or company name is first depends on which is more important.

Title of Job, Dates of Employment (spelled out) - or - **Name of Company**

Name of Company – or – Title of Job, Dates of Employment (spelled out)

City

State

Brief job description that emphasizes skills, accomplishments

- Begin all descriptions with past tense, action verbs

Computer Skills (if applicable)

List in columns those programs with which you are familiar such as Microsoft Word, C++, Internet, etc. Do **NOT** mention typing, faxing, other basic office equipment, or broad categories of computer knowledge such as programming or PC.

_____	_____
_____	_____
_____	_____

Additional Information

Include other categories that you feel will help you get the job mentioned in your objective. It is not necessary to use all categories, only those that apply.

Foreign Languages (optional)

Professional Memberships or Affiliations (optional)

Campus Involvement (optional)

Community Involvement (optional)

Special Projects (optional)

Academic Achievements or Honors and Awards (optional)

Resume Checklist

General Layout

- ___ 1. Use 12-font size letters for the body of the resume text, 14-font for your name.
- ___ 2. Use a Times Roman or Times New Roman font.
- ___ 3. Avoid underlining, *italics*, shading, and fancy graphics. They can interfere with electronic scanning.
- ___ 4. Bold each category heading (ex. **Career Objective**).
- ___ 5. When at all possible, give a specific number (quantify).
 - Delivered 11 business presentations
 - Supervised and scheduled a staff of 8 clerks
- ___ 6. Use medium size, round bullets to list information such as
 - Over 1000 customer contacts
- ___ 7. Do not reveal your GPA unless it is above or equal to a 3.0.
- ___ 8. Add computer skills, language skills, campus involvement, community involvement, awards and honors, presentations, projects, professional associations, relevant coursework, and academic accomplishments as possible categories.
- ___ 9. Center “References available upon request.” (no quotation marks) at the bottom of the page.
- ___ 10. List academic degrees and employment experience in reverse chronological order (most recent first).
- ___ 11. Avoid abbreviations if possible.
- ___ 12. Use resume paper in off white, and make sure you can read the watermark when you hold the paper up to a light.
- ___ 13. Use 1-inch margins at the top and bottom of page.

Career Objective

- ___ 14. Use a career objective to demonstrate focus on your part. Select information (accomplishments, experiences, certifications, affiliations) to support your career objective.

Education

- ___ 15. Do not list an Associate’s degree unless it adds a unique and competitive dimension to your credentials, otherwise just list Bachelor’s degree.
- ___ 16. Do not list high school degree.
- ___ 17. Relevant coursework should showcase advanced coursework, elective coursework, or coursework unique to your program. Do not waste space listing courses everyone in your field has completed. List courses that will give you a competitive edge.

Experience

- ___ 18. List volunteer work as professional experience, if the work is relevant to your career objective.
- ___ 19. Bold the job position or the company name. Choose the one that is more impressive and relevant to the Career Objective.
- ___ 20. Use action words to describe job responsibilities (ex. coordinated, performed, ...)

Sample Resumes and Layout Styles

Name in Bold

Address

Telephone

E-mail Address

Career Objective

A position in the field of ... (A position as a...)

Education

Bachelor of Science, Major, May 2005

University of South Alabama

Mobile, Alabama

GPA 3.0

Relevant Coursework

Seminar: Third World Hunger Inner City Crime
Justice and Democracy Sociological Research

Employment Experience

Job Title, Dates Employed (month and year, spelled out)

Company Name

City, State

- What you did
- What you accomplished
- Skills and abilities gained

Job Title, 2000-2004

Company Name

City, State

- Trained, scheduled, and supervised 15 employees
- Achieved superior safety performance ratings
- Performed troubleshooting and quality control procedures for all equipment

Language

French

German

Skills

Computer Skills

Internet

Microsoft Word

MSDOS

Windows 97

C++

Peachtree

Professional Affiliations

Organization Name (spell out), dates

References available upon request.

Chronological Resume
(still in school or recently graduated)

Charlie Brown
1253 Snoopy Drive
Mobile, Alabama 34567
(334) 456-5578
cbrown@aol.com

CAREER OBJECTIVE

A position in Marketing and Sales Management

EDUCATION

Bachelor of Science, Marketing, May 2005
University of South Alabama, Mobile, Alabama
GPA: 3.2

ACADEMIC ACHIEVEMENTS

- Researched and wrote over 10 business analysis papers
- Completed eight business team projects earning A grades
- Delivered five marketing class presentations
- Awarded 1st place in AdSouth Regional Competition

PROFESSIONAL EXPERIENCE

Marketing Associate, 2002-Present
Sears & Roebuck Company, Mobile, Alabama

- Designed and implemented three marketing campaigns
- Wrote and developed Field Studies Plan
- Created computer marketing program

CAMPUS INVOLVEMENT

Reading Coach, September 2002- December 2004
Summer Camp Activities Director, 2000-2002

COMPUTER SKILLS

Microsoft Works	Windows 95	MS DOS
Microsoft Word	Internet	Desktop Publisher

References available upon request.

Professional Chronological Resume

Charlie Brown

5209 North Pineview Lane
Dallas, Texas 55022
(817) 956-1000
cb132@aol.com

CAREER OBJECTIVE

A position as the Director of Marketing Sales and Research

PROFESSIONAL EXPERIENCE

Associate Director, 2003-Present

Direct Sales Marketing Bunch, Townside, Montana

- Supervised Market Research Department
- Director of Advertising and Sales
- Created four new divisions within company

Assistant News Director/ Sales Manager, 1998-2003

WUSA-TV, CBS Affiliate, Citywise, Vermont

- Managed Television News Department
- News assignments, production, editing
- Hired news personnel
- Legal consultant for News department
- Community Service Coordinator
- Promoted to Sales Manager in 1998
- Increased television sales over 63% in 10 years

Public Relations Specialist, 1995-1998

System Publishing Marketers, Makelike, Vermont

- Media coordination and public relations
- Video photography and editing
- Newsletter Editor

EDUCATION

Master of Business Administration, 2003

University of South Alabama, Mobile, Alabama

GPA: 4.0

Bachelor of Arts, Communication, 2000

University of South Alabama, Mobile, Alabama

Brown, Charlie
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COMPUTER SKILLS

Microsoft Word
Microsoft Works
Microsoft Publisher
Windows 95

Internet
SPSS
Desktop Publisher
Adobe PageMaker

PROFESSIONAL AFFILIATIONS

Society of Professional Journalists
National Association of Advertising Executives
Management Associates International

References available upon request.

Functional Resume

(for those out of school with extensive professional experience)

Charlie Brown

5928 Snoopy Street North
Charleston, South Carolina 32547
(504) 837-5034
Cbrown0812@aol.com

CAREER OBJECTIVE

A position as a Career Planning Specialist

SUMMARY OF QUALIFICATIONS

- Developed database for career services computer lab usage
- Researched and updated resources for career center library
- Assisted students, alumni, and community members in resume development and employment skills

PROFESSIONAL EXPERIENCE

Career Counselor, 2003-Present
Charleston Career Service Center, College of Charleston
Charleston, South Carolina

Behavioral Assistant, 2000-2003
Charter Hospital of Boston
Cambridge, Massachusetts

EDUCATION

Master of Science, Rehabilitation Counseling, June 2005
College of Charleston, Charleston, South Carolina
GPA: 4.0

Bachelor of Art, Sociology, June 2003
Harvard University, Cambridge, Massachusetts

ACADEMIC ACHIEVEMENTS

- Graduate Student Conference**, Boston, Massachusetts, 2004
- Presented critical research paper: "Approaches to Counseling Juvenile Addicts"

Honors

- Kappa Delta Pi
- Alpha Theta Chi
- Dean's and President's List, 2000-2003

PROFESSIONAL AFFILIATIONS

Massachusetts Counseling Association, 2004-Present
South Carolina Counseling Association, 2003-Present

COMMUNITY INVOLVEMENT

Habitat for Humanity
Volunteer Charleston

CERTIFICATIONS

Charleston Mental Health Center, 2003

- PMAB, Preventive Management of Aggressive Behavior

COMPUTER SKILLS

Microsoft Word	Windows
Microsoft Works	Netscape Navigator
Microsoft Excel	Internet
Corel WordPerfect Suite 8	fax via Internet
E-mail	FOCUS II
1 st Place	MS DOS
Disk Resume	Please Understand Me

References available upon request.

FUNCTIONAL RESUME

Bob Smith

123 Jones Avenue
Mobile, Alabama 36688
(251) 343-1234
bsmith@yahoo.com

CAREER OBJECTIVE

A position in the field of Publishing

SUMMARY OF QUALIFICATIONS

SUMMARY OF QUALIFICATIONS

- Over 10 years of experience in editing and copywriting
- Published three essays and two books
- Excellent communication and language skills
- Thorough knowledge of Microsoft Office Suite, including Publisher

RELEVANT EXPERIENCE

PREPRESS

- Supervised all aspects of book production
- Assisted with layout and formatting process
- Prepared and organized art work for reproductions

EDITORIAL

- Demonstrated copyediting and proofreading skills
- Reviewed and approved proofs
- Supervised editorial staff

PROMOTIONS

- Coordinated preparation and distribution of new releases to bookstores
- Designed advertisements of new releases for Publisher's Weekly
- Promoted books at various book signings

EMPLOYMENT EXPERIENCE

Editor/Copy Assistant, Lererman Press, Birmingham, Alabama, 1996-Present
Reading Specialist, Savannah School District, Savannah, Georgia, 1991-1996

EDUCATION

Bachelor of Arts, English, 2005
University of South Alabama, Mobile, Alabama

References available upon request.

CURRICULUM VITAE

(To be used only by those with extensive professional experience,
education – Master’s and beyond, and publications)

Sarah F. Parker

1234 First Avenue
Mobile, Alabama 36688
(251) 343-4321
sparker@msn.com

Professional Objective

A leadership/professorial position within the Political Science Department of a leading university

Educational Background

Doctor of Philosophy, Political Science, University of Arkansas, Fayetteville, Arkansas, 2005

Master of Arts, Political Science, George Washington University, Washington, DC, 2001

Bachelor of Arts, History, University of South Alabama, Mobile, Alabama, 1998

Dissertation

Parker, Sarah F., “A Political Perspective of the Nineteenth Amendment.”
University of Arkansas, Fayetteville, Arkansas, 2005.

Master’s Thesis

Parker, Sarah F. “Political Profiles of Selected Women in American History.”
George Washington University, Washington, DC, 2001.

Professional Experience

Chairperson, 2001-Present

Associate Professor, 1998-2000

Department of Political Science, Riverside College, Riverside, California

- Coordinated instructional program and research activities
- Advised undergraduate and graduate students and supervised master’s thesis development
- Taught full-time introductory and advanced courses in Political Theory, Governmental Relations, U.S. Politics, and Campaign Ethics
- Oversaw development of first Political Science Campus Organization

Assistant Professor, 1996-1998

Teaching Intern, 1994-1996

Teaching Assistant, 1992-1994

Department of Political Science/History, University of Arkansas, Fayetteville, Arkansas

- Taught introductory Political Science and History courses
- Advised undergraduate majors

Research Associate, 1990-1992

Governor’s Task Force, University of South Alabama, Mobile, Alabama

- Collected data and helped draft report of Task Force to the Governor’s Office

Professional Affiliations

American Political Science Association

- Co-chaired Membership Committee, 2001-2004

Organization of American Historians, Southwest Region

American Association of University Professors

- Awarded commendation for outstanding professional service, 2002

Foreign Languages

Reading knowledge of Spanish

Fluent in French

Publications

Parker, Sarah F., "Women and Politics: A Historical Perspective." *American Political Science Review* (Bicentennial Issue), 14, 7, 1997.

Parker, Sarah F., "The Struggle for the Vote." *American Political Science Review*, 14, 3, 1995, pp. 22-32.

Parker, Sarah F., "First Women Officeholders in the South." *Tulane Political Quarterly*, 58, 1, 1993, pp. 17-24.

Presentations

"The Changing Roles of Women in 20th Century Politics." American Political Science Association's Annual Conference, 2000, Chicago, Illinois

Community Involvement

Burtonsville, Arkansas Bicentennial Committee, Chairperson, 1986

Riverside Society for Historical Preservation

Awards and Honors

Fulbright Scholar, 2003

Cum Laude Graduate, University of South Alabama, 2000

Alpha Chi Honor Society, University of South Alabama, 2001

Other Training/Work-Related Activities

- Participated in Workshop for Women in Leadership Position in Higher Education, sponsored by The American Council on Education, 2000
- Participated in Governmental Affairs Leadership Seminars conducted by American University, 2001 and 2003
- Served on Editorial Board of the *American Political Science Review*, 2000
- Served as chairperson of Legislative Liaison Committee, University of Arkansas, 1999

Computer Skills

Microsoft Office Suite

Internet

References available upon request.

Scannable Resume

AMY MATTHEWS

Harvard University
Box C-23123
Cambridge, MA 02138
Phone: 617-555-1849
E-mail: amathews@harvard.edu

OBJECTIVE

Health management position utilizing my education and skills with a growing firm.

QUALIFICATIONS SUMMARY

Several years experience and education in health management, leading to the development of communications, client relations, order processing, interpersonal, accounting, marketing, health policy, leadership, and management skills.

SYSTEMS SKILLS

Microsoft Office, HTML/Web publishing, WordPerfect, PageMaker.

EDUCATION

B.S., Harvard University, Cambridge, Massachusetts
* Major: Health Sciences
* Minor: Management

RELEVANT COURSES

Human Anatomy & Physiology I
Human Anatomy & Physiology II
Health Policy
Organizational Analysis and Health Care
Health Care Management
Human Resource Management

HEALTH MANAGEMENT EXPERIENCE

- * Assistant to the Director, Stacey G. Houndly Breast Center Foundation.
- * Public Health Representative, Cambridge Area Public Health Administration.
- * Coordinator, Harvard University Public Health Awareness Week, 1996, 1997.

COMMUNICATIONS EXPERIENCE

- * Solicited donations from Harvard alumni and parents for Harvard University while serving as a phone-a-thon caller on several occasions.
- * Honed interpersonal communications while volunteering for a political campaign through distributing literature door-to-door, fielding questions, and making phone calls to local constituents.

MANAGEMENT EXPERIENCE

- * Knowledge of all back office functions, including employee relations and routine accounting.
- * Dealt with client relations, order processing, and routine upkeep of the business.
- * Managed customer relations by coordinating efforts between customer needs and group personnel.
- * Designed market research analysis and projects for client.
- * Presented market research results to client with suggestions for implementation of results.

LEADERSHIP

- * Participated in Youth Leadership Boston, a group dedicated to the development of leadership skills through various programming activities.
- * Served as Formal/Social Coordinator for my sorority program council.
- * Elected Vice President of Risk Management for Panhellenic, which is a group that governs over and coordinates education programming for Harvard's Greek system.

REFERENCES

Available upon request.

Reference Model

References

Name

Title, Department

Company Name

Address

City, State Zip Code

Phone Number

E-mail Address

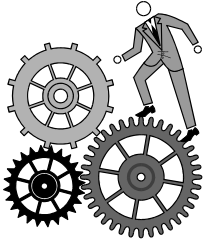
One space between each reference

3-5 references should be used

Use **only** professional references (professors or employers) unless otherwise stated

Do not submit references with resume unless requested.

Action Words



Action Words represent skill areas and accomplishments.

Use in Resume

accomplished
accelerated
achieved
activated
adapted
administered
analyzed
appraised
arranged
assembled
assisted
bargained
budgeted
built
calculated
charted
classified
coached
collected
compiled
completed
composed
conceived
conducted
conserve
consolidated
constructed
consulted
controlled
coordinated
corresponded
counseled
created

delegated
delivered
demonstrated
developed
diagnosed
directed
discovered
dispensed
displayed
distributed
dramatized
earned
edited
eliminated
enlarged
entertained
established
estimated
evaluated
examined
exhibited
expanded
expedited
explained
explored
facilitated
formulated
fostered
founded
generated
governed
handled
implemented
improved
increased
indexed
initiated
inspected
installed
instituted
instructed
interpreted
intervened
interviewed
invented
investigated
judged
launched
lectured
located
logged
maintained
managed
mastered
measured
mediated
moderated
monitored

motivated
negotiated
observed
obtained
operated
organized
originated
participated
performed
persuaded
pioneered
planned
predicted
prescribed
presented
presided
processed
produced
proficient at
programmed
promoted
proposed
received
recommended
recruited
reduced
reinforced
reorganized
repaired
responsible
reviewed
revised
rewrote
scheduled
simplified
solved
supervised
strengthened
taught
tested
translated
updated
wrote

Self Descriptive Words



Self Descriptive Words are helpful in describing what you can do for an employer.

Use in Cover Letters and Interviews

active
adaptable
ambitious
analytical
assertive
broad-minded
conscientious
consistent
constructive
creative
dependable
determined
diplomatic
disciplined
discreet
economical
efficient
energetic
enterprising
enthusiastic
extroverted
forceful
imaginative
independent

logical
loyal
mature
methodical
objective
optimistic
perceptive
personable
pleasant
positive
practical
productive
proficient
realistic
reliable
resourceful
self-reliant
sense of humor
sincere
systematic
talented
will relocate
will travel

Be sure you can give examples to support these words and phrases.