



What is a resume?

- A marketing tool for you to use to market yourself towards a specific career field or employer.
- An outline of past work history and education to convey qualifications to an employer, including all relevant experience---not just work experience.
- NOT a complete record of your work history, but a sample, tailored to pique the employer's interest.
- A representation of who you are and how you fit a particular job or position.
- Intended to get you an interview, NOT to get you the job.

Different types of Resumes

Chronological - *sample resume 1*

A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them. This type of resume works well for job seekers with a strong, solid work history.

Functional Resume - *sample resume 2*

A functional resume focuses on your summary of skills, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

Combination Resume - *sample resume 3*

A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

Resume Essentials

Before you write, take time to do a self-assessment on paper by filling out the Resume Worksheet that is attached.

Name, address, telephone, e-mail address, web site address

All your contact information should go at the top of your resume.

- Avoid nicknames.
- Use a permanent address.
- Use a permanent telephone number.
- Add your e-mail address. Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.)
- Include your web site address only if the web page reflects your professional ambitions.

Objective or Summary

An objective tells potential employers the sort of work you're hoping to do.

- Be specific about the job you want. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- Tailor your objective to each employer you target/every job you seek.

Education

New graduates without a lot of work experience should list their educational information first. Alumni can list it after the work experience section.

- Your most recent educational information is listed first.
- Include your degree (A.S., B.S., B.A., etc.), major, institution attended, minor/concentration.
- Add your grade point average (GPA) if it is higher than 3.0.
- Mention academic honors.

Work Experience

Briefly give the employer an overview of your work. Use action words to describe your job duties. Include your work experience in reverse chronological order—that is, put your last job first and work backward to your first. Include:

- Title of position,
- Name of organization
- Location of work (town, state)
- Dates of employment
- Describe your work responsibilities with emphasis on specific skills and achievements.
- When expressing numbers, write out all numbers between one and nine (i.e., one, five, seven), but use numerals for all numbers 10 and above (i.e., 10, 25, 108).
- If you begin a sentence with a numeral, spell out that numeral (i.e., eleven service awards won while employed.).
- Make sure your date formats are consistent (i.e., 11/22/05 or November 22, 2005, or 11.22.05. Choose one and stick with it.).
- **Omit a Job (or Two)**
You don't need to include all your experience on your resume, especially if you have been in the workforce for years. It's acceptable to limit the years of experience you include on your resume to fifteen years when seeking a managerial or professional position and ten years when looking for technical or high-tech job.
- **Highlight Academic Achievements and Nursing Licenses**

In your Education section, mention any academic honors, scholarships and fellowships. [New grads](#) should consider including their GPA (if impressive) and related courses. Experienced nurses may decide to briefly mention their clinical rotations in the Education section. Licensure fits nicely in the Education section -- include the state where you are licensed and the date achieved. For privacy reasons, avoid including the actual number; employers will ask for a copy of your license later in the hiring process.

Other information

- Key or special skills or competencies,
- Leadership experience in volunteer organizations, awards and honors

References

Ask people if they are willing to serve as references before you give their names to a potential employer. Do not include your reference information on your resume. You may note at the bottom of your resume: "References available upon request."

Do's:

- Run a spell check on your computer before anyone sees your resume.
- Get a friend (an English major would do nicely) to do a grammar review.
- Stay positive in your writing style and remember to sell your experiences and education
- Use the attached action words list to help you choose the right words.
- Use white or off-white paper.
- Use 8-1/2- x 11-inch paper.
- Keep resume to one page
- Use a font size of 10 to 14 points.
- Do not fold or staple your resume.
- If you must mail your resume, put it in a large envelope.

Don'ts:

- Do not use "I" when describing work experience or any other accomplishments
- Don't give reasons for terminations or leaving a past job
- Don't fabricate information
- Omit salary history.
- Omit sex, age, race, marital status, or other similar personal information.

Action Words

- Absorb
- Accelerate
- Access
- Accomplish
- Accrue
- Acquire
- Achieve
- Act
- Activate
- Adapt
- Address
- Adjust
- Administer
- Advertise
- Advise
- Advocate
- Affirm
- Aid
- Alert
- Align
- Allocate
- Analyze
- Apply
- Appraise
- Approve
- Arbitrate
- Arranged
- Assemble
- Assess
- Assign
- Assist
- Attain
- Authorize
- Award
- Begin
- Brief
- Bring
- Broadcast
- Budget
- Build
- Calculate
- Campaign
- Certify
- Chaired
- Change
- Chart
- Check
- Choose
- Clarify
- Classify
- Coach
- Collaborate
- Collate
- Collect
- Combine
- Communicate
- Compare
- Compile
- Complete
- Comply
- Compose
- Compute
- Conceptualize
- Conclude
- Condense
- Conduct
- Confer
- Configure
- Connect
- Conserve
- Consolidate
- Construct
- Consult
- Contact
- Continue
- Contribute
- Control
- Convert
- Convey
- Convince
- Coordinate
- Correspond
- Counsel
- Critique
- Cultivate
- Customize
- Decide
- Declare
- Decline
- Decorate
- Dedicate
- Define
- Delegate
- Deliver
- Demonstrate
- Depreciate
- Describe
- Design
- Determine
- Develop
- Devise
- Diagnose
- Direct
- Dispatch
- Dispense
- Distribute
- Document
- Draft
- Edit
- Educate
- Emphasize
- Encourage
- Enforce
- Engineer
- Enhance
- Ensure
- Establish
- Estimate
- Evaluate
- Examine
- Execute
- Expand
- Expedite
- Explain
- Fabricate
- Facilitate
- Finance
- Focus
- Forecast
- Formulate
- Foster
- Fund
- Furnish
- Gain
- Generate
- Graduate
- Greet
- Guide
- Handle
- Help
- Hire
- Host
- Identify
- Illustrate
- Implement
- Improve
- Improvise
- Increase
- Index
- Influence

- Inform
- Initiate
- Innovate
- Inspire
- Install
- Institute
- Integrate
- Interact
- Interview
- Introduce
- Investigate
- Itemize
- Join
- Justify
- Launch
- Learn
- Lecture
- Led
- Lessen
- Lift
- Link
- Listen
- Maintain
- Manage
- Manipulate
- Map
- Market
- Measure
- Mediate
- Merge
- Mobilize
- Modify
- Monitor
- Motivate
- Negotiate
- Observe
- Obtain
- Open
- Operate
- Order
- Organize
- Originate
- Outpace
- Outperform
- Participate
- Perform
- Persuade
- Plan
- Prepare
- Present
- Prevent
- Printed
- Prioritize
- Process
- Produce
- Program
- Promote
- Propose
- Prospect
- Prove
- Provide
- Publicize
- Purchase
- Pursue
- Qualify
- Run
- Rate
- Reach
- Receive
- Recommend
- Reconcile
- Record
- Recruit
- Reduce
- Refer
- Refocus
- Regulate
- Reorganize
- Repair
- Replace
- Report
- Represent
- Research
- Reserve
- Resolve
- Respond
- Restore
- Restructure
- Retrieve
- Review
- Revise
- Revitalize
- Schedule
- Screen
- Search
- Secure
- Select
- Send
- Serve
- Share
- Seize
- Showcase
- Simplify
- Solve
- Sort
- Specialize
- Specify
- Sponsor
- Staff
- Standardize
- Start
- Succeed
- Suggest
- Summarize
- Supervise
- Supply
- Support
- Surpass
- Survey
- Sustain
- Target
- Teach
- Test
- Track
- Trade
- Train
- Transact
- Transcribe
- Transform
- Translate
- Transmit
- Transport
- Tutor
- Unite
- Update
- Upgrade
- Use
- Utilize
- Validate
- Value
- Verify
- View
- Volunteer
- Watch
- Weigh
- Witness
- Write
- Yield

Resume Worksheet

This is a general format. Actual content and layout will vary. Not all items are required or necessary.

Name	
Address	
Phone (____)	Fax (____)
Email	
OBJECTIVE (Optional)	
SUMMARY (Optional-- can include on cover letter)	
WORK EXPERIENCE	
Employer, City, State	
Job Title	Dates
Responsibilities/Accomplishments/Skills	

Employer, City, State

Job Title

Dates

Responsibilities/Accomplishments/Skills

Employer, City, State

Job Title

Dates

Responsibilities/Accomplishments/Skills

EDUCATION

LICENSES AND CERTIFICATIONS

AWARDS

PROFESSIONAL MEMBERSHIPS

Anita Job

1010 Hire Me Highway
Alton, Illinois 62002
618-555-5555
anitajob@gmail.com

- Objective:** Seeking position as a registered nurse in a hospital setting
- Education:** **Lewis and Clark Community College Godfrey, Illinois**
August 2007-Present
Associates in Applied Science in Nursing
- Alton High School** **Alton, Illinois**
Graduated 2005
- Experience:** **Alton Memorial Hospital** **Alton, Illinois**
August 2007-present
Nurses Aid
Assisted patients and families in the Intensive Care Unit, monitored vital signs, blood pressure, and respiratory rate.
- Applebee's Restaurant** **Alton, Illinois**
May 2006-August 2007
Hostess
Welcomed guests, seated them in dining area, coordinated service with customers' needs.
- Remax Realty, Inc.** **Alton, Illinois**
April 2005-May 2006
Receptionist/Secretary
Maintained records, answered phones, clerical duties, greeted clients, data entry.
- Activities:** Future Business Leaders of America
Drama Club
Yearbook staff
Student Council
- Computer Skills:** Proficient in the use of MS Word, Excel, Access, PowerPoint, outlook and the Meditech Computer System

Anita Job

1010 Hire Me Highway
Alton, Illinois 62002
618-555-5555
anitajob@yahoo.com

SUMMARY

More than 7 years programming and application development experience.

COMPUTER SKILLS

Languages

- Proficient in: Microsoft Visual C++® and C
- Familiar with: C#, Microsoft Visual Basic®, Java

Software

- Database: Microsoft SQL Server and Microsoft Access
 - Platforms: Microsoft Windows® 2000, Microsoft Windows XP
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EXPERIENCE

Programmer Analyst

Contoso Pharmaceuticals

- Design and development of server code.
- Developed and tested new financial reporting system using Visual Basic.
- Performed Y2K modifications on existing financial software.

Programmer Analyst

Wide World Importers

- Developed online and batch test plans using Y2K critical test dates.
- Developed and tested the new inventory management system using C++.
- Modified and tested order processing system using C++.

Information System Specialist

The Phone Company

- Provided object-oriented design, programming and implementation support to the customer billing system, written in C++.
 - Prepared test plans and data, and user documentation for customer billing system.
 - Problem-solved hardware issues with fault-tolerant hard drives.
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EDUCATION

Southern Illinois University at Edwardsville

Edwardsville, Illinois

- B.S., Management Information Systems
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Lewis and Clark Community College

Godfrey, Illinois

- A.S., Computer Management Information Systems

OBJECTIVE

Seeking a challenging administrative assistant position where my education and experience will be fully utilized.

SUMMARY OF SKILLS

CUSTOMER SERVICE

- Greeted and directed clients to appropriate services and departments.
- Conducted telephone interviews with potential resort clients.
- Interacted with upset or uncooperative customers on a professional level.
- Assisted customers in toy department, special ordered merchandise, and handled merchandise returns and customer complaints.

ORGANIZATIONAL ABILITIES

- Compiled staff scheduling information and organized, typed, and distributed in a timely manner.
- Arranged and coordinated tours, kept precise records, and organized time schedules.
- Supervised up to 12 people, assigned daily job responsibilities, and oversaw restaurant operation.

TECHNOLOGY/OFFICE SKILLS

- Developed an understanding of office technology, including copiers, fax machines, postage meters, typewriters, and computers.
- Experienced in several different computer programs, including MS Office, Excel, MS Word, and WordPerfect.

WORK HISTORY

Receptionist/Clerk Tongue in Cheek Law Firm, Bellingham, WA	1997 to 1999
Toy Department Clerk Pacific Northwest Department Store, Lynden, WA	1994 to 1996
Cashier/Team Leader Monster Pizza Place, Federal Way, WA	1990 to 1995

EDUCATION

Lewis and Clark Community College , Godfrey, IL Associates in Applied Science - Office Technology	2007 to Present
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