

THE RESUME

A resume is a brief description of your previous education, work experience, and additional relevant information.

The purpose of a resume is:

- ◆ To introduce you to an employer;
- ◆ To serve as an example of how you think and express yourself;
- ◆ To catalogue skills, experience, training and achievements;
- ◆ To get you an interview!

Remember your main objective is to include:

- ◆ Name, address, city, state, zip, phone number with area code, e-mail address, fax number
- ◆ Honors, awards, fellowships and scholarships
- ◆ Licenses and certificates
- ◆ Memberships and activities, including leadership positions
- ◆ Special skills, such as computer knowledge and foreign languages
- ◆ Job history listed with most recent job first
- ◆ Previous job experience to include: title of position, name and address of employer, beginning and ending dates, job description and responsibilities
- ◆ Education with most recent or current school first; including degree, name of high school or college, address, major, and graduation date

Presenting the information:

- ◆ Create a scannable resume using white paper, standard fonts, and dark type
- ◆ Put most important information at the top of the page
- ◆ Use as few words as necessary to present your information
- ◆ Be creative and professional
- ◆ Use active verbs like initiated, designed, supervised and developed
- ◆ Use past tense to describe former jobs and present tense to describe current jobs
- ◆ Spell everything out. Do not use abbreviations or acronyms
- ◆ Present candidates credentials in a positive manner
- ◆ Tailor the resume to the kind of job you are looking for
- ◆ Have someone proofread your resume

Qualities of a good resume:

- ◆ Easy to read.
- ◆ Concise
- ◆ Professional. Use a typewriter or computer to print your resume, making sure copies are neat and clean. Mail your resume in good condition preferably in a large envelope.
- ◆ Emphasize key points or expressions by using bold type or underline.

Mistakes to avoid:

- ◆ Too short, too long (preferred length is one page)
- ◆ Misspellings, typographical errors, poor grammar
- ◆ Irrelevant information - height, weight, gender, marital status
- ◆ Disorganization
- ◆ Too wordy and vague; important qualifications should stand out
- ◆ Italics, underline, shadow or reverse type
- ◆ Vertical and horizontal lines, graphics or boxes

RESUME FORMATS

- The chronological format:
 - is organized in logical steps.
 - lists experience from last employer first, then continues backwards.
 - includes dates of employment and experience.
 - accounts for gaps in time and experience.
- The functional format:
 - lists skills and accomplishments.
 - highlights skill areas with specific examples.
 - is an excellent format if you are entering the work force or changing fields.
- The combination format:
 - mixes features of both.
 - work experience in chronological order.
 - skills listed as functional format.

RESUME COMPONENTS

- **Heading**
Contains contact information such as name, address, telephone number, fax number, and e-mail address.
- **Objective**
States the type of position you desire and at what level you wish to enter.
- **Employment History and Qualifications**
Lists all previous jobs and relevant work experiences
- **Education and Training**
Displays formal education in reverse chronological order and relevant training and skills
- **Additional information**
Includes membership in professional organizations and special skills that will distinguish you from others.
- **Reference section**
Indicates that your references are available on request.

SELF-DESCRIPTIVE WORDS

When job hunting, you must express your assets, experience and accomplishments in the best possible manner. Active and descriptive words create an impact on the reader or listener. The following is a list of words and phrases that can be used in applications, resumes, cover letters and interviews.

accelerated	acclimated	accompanied	accomplished	achieved	acquired
acted	activated	actuated	adapted	added	addressed
adhered	adjusted	administered	admitted	adopted	advanced
advertised	advised	aided	advocated	aired	affected
allocated	altered	amended	amplified	analyzed	answered
anticipated	appointed	appraised	approached	approved	arbitrated
arranged	ascertained	asked	assembled	assigned	assumed
assessed	assisted	attained	attracted	audited	augmented
authored	authorized	automated	awarded	balanced	bargained
borrowed	bought	broadened	budgeted	built	Calculated
canvassed	capitalized	captured	carried out	cast	cataloged
centralized	challenged	chaired	changed	channeled	charted
checked	chose	circulated	clarified	classified	cleared
closed	co-authored	cold called	collaborated	collected	combined
commissioned	committed	communicated	compared	compiled	complied
concluded	condensed	conducted	conferred	consolidated	constructed
consulted	contracted	contrasted	contributed	contrived	controlled
converted	convinced	coordinated	corrected	corresponded	counseled
counted	created	critiqued	cultivated	cut	debugged
decided	decentralized	decreased	deferred	defined	delegated
delivered	demonstrated	depreciated	described	designated	designed
disclosed	discounted	discovered	dispatched	displayed	dissembled
distinguished	distributed	diversified	divested	documented	doubled
drafted	earned	eased	edited	effected	elected
eliminated	employed	enabled	encouraged	endorsed	enforced
entered	entertained	established	estimated	evaluated	examined
exceeded	exchanged	executed	exempted	exercised	expanded
Expedited	explained	exposed	extended	extracted	extrapolated
facilitated	familiarized	fashioned	fielded	figured	financed
fit	focused	forecasted	formalized	formed	formulated
fortified	found	founded	framed	fulfilled	functioned
furnished	gained	gathered	gauged	gave	generated
governed	graded	granted	greeted	grouped	guided
handled	headed	hired	hosted	identified	illustrated
illuminated	implemented	improved	improvised	inaugurated	indoctrinated
increased	incurred	induced	influenced	informed	initiated
innovated	inquired	inspected	inspired	installed	instigated
instilled	instituted	instructed	insured	interfaced	interpreted
interviewed	introduced	invented	inventoried	invested	investigated
invited	involved	isolated	issued	joined	judged

launched	lectured	led	lightened	liquidated	litigated
lobbied	localized	located	maintained	managed	mapped
marketed	maximized	measured	mediated	merchandised	merged
met	minimized	modeled	moderated	modernized	modified
monitored	motivated	moved	multiplied	named	narrated
negotiated	noticed	nurtured	observed	obtained	offered
offset	opened	operated	orchestrated	ordered	organized
oriented	originated	overhauled	oversaw	paid	participated
passed	patterned	penalized	perceived	performed	permitted
persuaded	phased out	pinpointed	pioneered	placed	planned
polled	prepared	presented	preserved	presided	prevented
priced	printed	prioritized	probed	processed	procured
produced	profiled	programmed	projected	promoted	prompted
proposed	proved	provided	publicized	published	Purchased
pursued	quantified	quoted	raised	ranked	rated
reacted	read	received	recommended	reconciled	recorded
recovered	recruited	rectified	redesigned	reduced	referred
refined	regained	regulated	rehabilitated	reinforced	reinstated
rejected	related	remedied	remodeled	renegotiated	reorganized
replaced	repaired	reported	represented	requested	researched
resolved	responded	restored	restructured	resulted	retained
retrieved	revamped	revealed	reversed	reviewed	revised
revitalized	rewarded	routed	safeguarded	salvaged	saved
scheduled	screened	secured	segmented	selected	sent
separated	served	serviced	settled	shaped	shortened
showed	shrank	signed	simplified	sold solved	spearheaded
specified	speculated	spoke	spread	stabilized	staffed
staged	standardized	steered	stimulated	strategized	streamlined
strengthened	stressed	structured	studied	submitted	substantiated
Substituted	suggested	summarized	superseded	supervised	supplied
synthesized	tabulated	tailored	targeted	taught	terminated
tested	testified	tightened	took	traced	traded
trained	transacted	transferred	transformed	translated	transported
traveled	treated	tripled	uncovered	undertook	unified
united	updated	upgraded	used	utilized	validated
valued	verified	viewed	visited	weighed	welcomed
widened	witnessed	wrote			

