

RESUME WORKSHEET

A resume is your advertising or marketing tool for presentation to prospective employers. It should be well written, succinct, error-free, and present your accomplishments favorably. The resume is not a detailed work history or an autobiography. The purpose of your resume is to present you as a potential candidate with the necessary qualifications to meet the job specifications. Therefore, it is always to your benefit to have a job description for each position that you are seeking, so that you may tailor your resume to the job requirements. This will increase your chances of getting an interview.

GUIDELINES:

DO

- Keep the resume to one page, unless you have an extensive education or work history that requires two pages. If you use two pages, both pages should be full. (On the second page be sure to print your name and page 2 in the upper right hand corner.) A resume should **NEVER** be longer than 2 pages.
- Make sure the resume is visually appealing and easy to read. Do not use a font smaller than 10 point and use bolds, underlines, and italics sparingly. (For most online submissions, all formatting must be removed.) Be consistent in your formatting and use tabs when lining up information. Do not use the resume templates provided on your computer as the information is stored in text boxes and must be resized when changing information. Type your resume and save it as a text, ASCII, or (rtf) Rich Text Format. This will insure compatibility with most online resume collection systems. (For best results, be sure to read the directions on each company's website to insure that your resume follows their specific guidelines for submission.)
- When submitting a resume in person, at a career networking opportunity, or via regular mail, use good quality resume paper (24 lb) that is white, light gray, or ivory. Avoid flecked and marbled papers and bright colors as they do not copy or fax well for distribution to hiring managers.

DO NOT

- Include personal information such as photographs, height, weight, gender, age, race, religion, marital status, # of children, national origin, health status, etc.
- Write the word "resume" on your resume.
- Include reasons for leaving past positions.
- Include salary requirements.
- List references. (These will be on a separate piece of paper.)
- Include high school information, unless you are a freshman or sophomore seeking a job. By your junior year, you should have enough involvement at the college level, that you do not need to include high school awards and activities.

HEADING INFORMATION

Compile the following information to begin writing your resume:

Name: _____
(Best to use the name that you go by on a regular basis - But do not use nicknames.)

Address: _____
(List Campus and Permanent Address, if applicable)

City, State, Zip _____

Telephone _____ E-Mail _____
(List current # and cell #, if applicable.) (If objectionable, change or do not include)

OBJECTIVE

There is much controversy surrounding the use of a career objective statement. The argument can be summarized as follows:

Objective CONS - If it is too focused or narrowly defined, it may limit your opportunities.

Objective PROS - Employers can readily identify the position you are seeking or where your skills could be utilized to their full potential.

From a marketing standpoint, you appear to be more focused.

Finally, many companies do not accept "unsolicited" resumes and want an objective that clearly states the position that you are seeking. This is to your advantage so that your resume is forwarded to the proper hiring manager.

For the latter reasons, the Career Development Center suggests that you include an objective statement that clearly states the position for which you are applying. If a job title is not clearly stated, mention the skills that you want to use or the functional area where you wish to work.

For example - A career opportunity in Pharmaceutical Sales

or

A professional position that demands excellent writing and presentation skills (Possibly this would be for a training or PR position.)

or

To obtain a position in research and development

Do not say - An opportunity to use my education and experience in a progressive company. This does not tell the person who is reading your resume what you want to do and will decrease the likelihood that your resume gets to the proper hiring manager.

EDUCATION

Begin with your current or your most recent education. (Reverse chronological order.)

List as follows: (*Italics are for illustration purposes & not necessary for final format.*)

Degree Sought or Obtained	Bachelor of Arts in Psychology
Name of School	<i>Park University</i>
City, State	<i>Parkville, MO</i>
Graduation Date	If within 6 months, just put the month and year) <i>May, 2002</i> (If longer than 6 months, put anticipated) <i>Anticipated graduation date - December, 2002</i> (If longer than 2 Years, put #of credit hours completed) <i>Completed 62 hours</i>
GPA	(Always include if above 3.0 or reader will assume it is lower.)

Other schools you attended and degrees or certificates earned. (Use the same format as above.)

Only include high school information if you are a sophomore or junior seeking an internship and you do not have enough college information to fill one page.

May include any of the following:

Military Education	<i>Community College of the Air Force Maxwell Air Force Base, AL - 1984 Degree: Avionics Systems Technology</i>
Relevant Coursework	List courses which relate to your objective.
Certificates/Special Training	<i>Conflict Resolution and Mediation - 80+ hour</i>
Licensures	<i>Licensed Professional Counselor</i>
Practicum (Social Sciences)	<i>Synergy Family Services - 350 hours - Mental Health Counseling</i>
Clinical Education (Nursing)	<i>Research Psychiatric Services - Completed 500 Hours</i>
Student Teaching (Education)	<i>Oak Park High School- North Kansas City School District Taught Problem Solving/Intro to Psychology August - December 2001</i>

WORK EXPERIENCE

CHRONOLOGICAL FORMAT

- Best when job experience is stable and increasingly responsible.
- Most advantageous for recent college graduates
- Best if looking for work in the field of your experience
- Preferred by most employers

Begin with current or most recent experience.

Title of Position Held	<i>Intake Specialist</i>
Name of Company	<i>Clay County Family Court Services City, State Liberty, MO</i>
Dates of Employment	<i>January 2001 – Present or 1/2001 - Present</i>

Accomplishments/Responsibilities

- Prioritize your accomplishments stating the most relevant experiences first.
- Use assertive action words to describe the positions you have held.
- Avoid "Duties included:" or "Responsible for:"
- If past work can be described by the title (*Cashier, Server, Cook*) only list extraordinary activities performed. (*Managed night shift scheduling and performed inventory control.*)
- Do not use proper nouns such as "I", "me" or "my".
- Do not exaggerate or be deceitful.
- Use present tense for current work, and past tense for previous work experience.
- Be consistent in your grammar and verb tense.
- Quantify your achievements if you can. (*Increased sales 33% over projected goals*)
- Do not use industry specific language unless it is relevant to the position you are seeking. (*Maintained donor information using ACT! database.*)

FUNCTIONAL FORMAT

- Best for career changers.
- Best for someone who has limited work experience but a great deal of volunteer work
- Best for someone who has been in the same position for a number of years

Examples of Skill Categories:

Sales and Marketing	Human Relations	Teaching/Counseling
Communications	Management/Supervision	Computer Programming
Production/Operations	Research and Development	Accounting/Finance

OTHER INFORMATION

HONORS AND ACTIVITIES

- List the most relevant or impressive ones first.
(*Public Relations Society of America, Student President, for a P R or Marketing position*)
- If you only have a few honors or awards, this may be a sub-category of Education.

SKILLS AND INTERESTS

- Some resume writers suggest omitting this section, however, feedback from recruiters suggests this information is helpful for establishing connections with potential candidates.
(*Gamma Phi Beta, Alumni Chair or Avid Golfer or Volunteer Firefighter*)
- You may want to list hobbies, especially if they are related to the position you are seeking.
(*Weight training, nutrition, or marathon running, if you are applying for an athletic training opening.*)

REFERENCES

- Do not include references on your resume
- You may put *References available upon request*, but only if you need it to balance your information.
- Put on a separate sheet of paper and take with you to the initial interview.
- Use the same heading as your resume when listing your references.
- List three references, preferably from different sources - school, work, personal.
- Do not list relatives or best friends as references
- Include the following information:

Name	<i>Dr. Andrew Johnson</i>
Title	<i>Professor of Psychology</i>
Company Name/Affiliation	<i>Park University</i>
Address	<i>8700 NW River Park Drive, Box #53 Parkville, MO 64152</i>
Phone Number	<i>816-584-6722</i>
E-Mail Address	<i>ajohnson@mail.park.edu</i>

- After an interview, contact your references and give them pertinent information about the position you are seeking. Well-prepared references can make the difference between getting an offer or a letter of rejection.

ACTION VERBS FOR RESUME PREPARATION

Business Related

Administered	Compiled	Expedited	Scheduled
Advised	Corresponded	Streamlined	Instituted
Balanced	Defined	Planned	Supervised
Budgeted	Trained	Purchased	Demonstrated
Proposed	Catalogued	Distributed	Updated
Directed	Promoted	Presented	Negotiated
Managed	Coordinated	Sold	Recorded

Science Related

Observed	Accelerated	Reduced	Investigated
Surveyed	Documented	Classified	Tested
Examined	Identified	Created	Adapted
Researched	Analyzed	Organized	Solved
Diagnosed	Compared	Reviewed	Evaluated
Monitored	Established	Wrote	Collected
Published	Described	Studied	Processed

Engineering Related

Assembled	Maintained	Achieved	Reorganized
Built	Calculated	Operated	Computed
Handled	Repaired	Designed	Improved
Adapted	Initiated	Coordinated	Inspected
Programmed	Formulated	Generated	Corrected
Appraised	Originated	Researched	Developed
Introduced	Determined	Resolved	

Social Science Related

Listened	Administered	Reinforced	Screened
Taught	Lectured	Supported	Delegated
Trained	Advised	Advocated	Presented
Treated	Tutored	Consulted	Informed
Counseled	Educated	Selected	Recruited
Directed	Guided	Supervised	Interviewed
Assisted	Facilitated	Monitored	Produced

Miscellaneous

Fashioned	Wrote	Edited	Created
Dramatized	Produced	Acted	Translated
Examined	Balanced	Performed	Developed