

Your Resume – Your Advertisement

The purpose of a resume is to get an interview. Think of it as your advertisement, which briefly states your goals, accomplishments, skills, experience and education. You want it to attract attention, create interest and provoke action.

- 1) **Identify your immediate job goal:** this is a job that you qualify for **right now**. It is ideal if you select a job that would put you in the field of your long term goal. For example: Long Term Goal=Teacher. Immediate Goal= Tutor. In many cases you may decide to do a resume for an internship position in the field you are planning on pursuing.

My Immediate Goal: _____

- 2) Review the resume types. Decide which will "advertise" you best.

TYPES OF RESUMES-(see sample templates in your packet and in your book p.223-227)

Functional:

This style emphasizes the skills related to the current job/career goal. The focus is on transferable skills learned through experience and education. You do not immediately identify specific past employers. This is most useful if you: (Underline what fits for you)

- Are new to the workplace or have limited experience related to your career goal
- Have several jobs with little growth or have gaps in your employment
- Are changing careers

Chronological:

This style of resume lists your work history in reverse chronological order, meaning the most recent job is listed first. This is most useful if you: (Underline what fits for you)

- Have no significant breaks in your employment history
- Are changing jobs within the same career
- Have past experience that relates to your career goal

Combination:

You would use this resume if you possess strong skills and a solid work experience. Use **ACTION VERBS** to add energy to your resume. It is important to show the employer that you are a person of action. Make your resume stand out with distinctive action verbs and accomplishments.

The resume type I will use is: _____

3) All resumes need to have an Accomplishment section.

Key Points of Accomplishment Statements

- Accomplishment statements allow you to write about actual work, educational and volunteer situations where you demonstrated your strengths and skills.
- Accomplishment statements are not just job descriptions of your job duties, they are specific, unique contributions that you have to your organization.
- Always include an accomplishment section right after your objective/goal.
You want to capture the employer's attention as quickly as possible. These are your strongest selling points.
- In addition to an accomplishment section, you can use this style of statement throughout your resume-but do not repeat yourself.

Guidelines

- Accomplishment statements highlight one primary action and outcome
- Include action verbs (see examples).
- Can begin with statements like: Strongly... Outstanding record in. see other examples.
- Quantify in numerical or percentage terms when possible. Are usually one or two sentences.

For possible topics ask yourself the following questions:

1. Did you come up with an effective way of doing something?
2. Have you demonstrated leadership?
3. Have you served on a committee or worked as part of a team?
4. Have you gotten outstanding evaluations?
5. Have you successfully supervised or trained others?
6. Have you increased sales?
7. Have you improved productivity?
8. Have you consistently met deadlines?
9. Did you enhance employee relations?
10. Have you shown skill in working with specific populations?
11. What has been your most successful experience in an:
 - Employment, service or volunteer work setting
 - Academic, learning or athletic setting
 - Interpersonal relationship, leadership, club, team

Convert these into accomplishment statements using the phrases on the next page.

Or come up with your own statements using the phrases on the next page. Use these statements generously.

4) Begin your accomplishment statement with these phrases:

Adapted from The Resume Catalog

Accomplishments or Success

- ☆ Outstanding record in...
- ☆ Proven ability to...
- ☆ Successfully ...
- ☆ Completed over. ...
- ☆ Started as... promoted to...
- ☆ Designed and implemented ...
- ☆ Responsibilities included...
- ☆ Established and maintained ...
- ☆ In charge of responsible for...
- ☆ Researched and developed ...
- ☆ Experience in/with...

Commitment: Motivation and Enthusiasm

- ☆ Strongly...
- ☆ Thrive on...
- ☆ Strong motivation to...
- ☆ Deeply committed to...

Creativity or Intelligence

- ☆ Creative flair in...
- ☆ Exceptional talent for...
- ☆ Innovative _____, not afraid to try something new
- ☆ Extensive background in...
- ☆ Solid courses in....
- ☆ Well versed in...

Culture and Language

- ☆ Effective and knowledgeable in working with cultural/social differences
- ☆ Bilingual in....
- ☆ Firsthand experience with a wide range of cultures
- ☆ Excellent command of both _____ and _____ languages

Teamwork/Work Style

- ☆ Work cooperatively with a wide range of personalities
- ☆ Easy to work with; a cooperative and supportive colleague
- ☆ Work equally well as a team member or independently
- ☆ Self-starter, highly motivated and can be counted on to get the job done
- ☆ Thrive in a dynamic and challenging environment
- ☆ Resourceful and committed, can be counted on to get the job done
- ☆ Take pride in achieving the best possible results
- ☆ Enthusiastic team member whose participation brings out the best in others

Write Your Statements Here:

- ☆
- ☆
- ☆

Action Verbs

Communication Skills

Accommodated
Advertised
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Consulted
Contacted
Corresponded
Debated
Developed
Directed
Discussed
Drafted
Edited
Explained
Expressed
Formulated
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Judged
Lectured
Marketed
Mediated
Moderated
Negotiated
Observed
Officiated
Outlined
Participated
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reported
Resolved
Solicited
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Management/Leadership Skills

Accommodated
Acquired
Administered
Analyzed
Appointed
Approved
Assigned

Attained
Authorized
Chaired
Confirmed
Considered
Consolidated
Contracted
Controlled
Coordinated
Decided
Delegated
Designated
Developed
Directed
Emphasized
Enabled
Endorsed
Enforced
Enhanced
Established
Executed
Founded
Generated
Handled
Hired
Hosted
Incorporated
Increased
Initiated
Inspected
Instituted
Instructed
Led
Managed
Motivated
Navigated
Organized
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Settled
Streamlined
Strengthened
Supervised

Organizational Skills

Added
Amended
Approved
Arranged
Brainstormed

Catalogued
Categorized
Charted
Classified
Coded
Collected
Commissioned
Corrected
Correlated
Corresponded
Designated
Distributed
Executed
Filed
Founded
Generated
Incorporated
Inspected
Logged
Maintained
Minimized
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Reformed
Registered
Remedied
Reserved
Responded
Reviewed
Scheduled
Screened
Submitted
Supplied
Updated
Validated
Verified

Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Mobilized
Operated

Printed
Programmed
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Studied
Utilized

Data/Financial Skills

Administered
Adjusted
Allocated
Amended
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Procured
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

Research Skills

Analyzed
Authored
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Explored
Formulated
Gathered
Inspected
Interviewed
Invented
Investigated
Measured

Organized
Queried
Researched
Reviewed
Searched
Solved
Submitted
Summarized
Surveyed
Systematized
Tested

Teaching Skills

Adapted
Advised
Authored
Certified
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Licensed
Motivated
Officiated
Persuaded
Reinforced
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Helping Skills

Accommodated
Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Counseled
Demonstrated
Diagnosed
Encouraged

Ensured
Expedited
Facilitated
Guided
Helped
Insured
Instructed
Motivated
Prevented
Provided
Referred
Represented
Resolved
Supported
Volunteered

Creative Skills

Acted
Adapted
Began
Combined
Composed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Formulated
Founded
Illustrated
Initiated
Introduced
Invented
Modified
Performed
Planned
Revised
Solved

Review the list of Resume Do's and Don'ts

DO

- Focus your job objective-be specific, use the same job title that they use
- Write your resume for each job objective
- Be honest, positive and concise-keep the resume to one page
- Use an attractive layout, including top-quality paper
- Use an easy to read typeface
- Have someone else proofread your resume. Use correct spelling and grammar.
- Use action verbs and accomplishment statements. See following pages.
- Use key words from a job description or advertisement.
- Use the correct tense when referring to a position: Present tense for a job you currently work at and past tense for a previous job

DON'T

- Don't use pronouns like "I" or "my"
- Don't put physical addresses of employers/schools only city and state
- Don't suggest abilities beyond your reach or qualifications
- Don't include names of references on your resume. This goes on a separate sheet.
- Don't use the expression "References available upon request."
- Don't use underlines, italics, or shading
- Don't mix verb tenses—Providing customer service, Handled cash transactions
Provided customer service, Handled cash transactions

5) Use the templates in this packet to assist you in writing your resume. Be sure to use plenty of action verbs that can also be found in this packet.

If you are using a Functional resume the following are possible area titles/categories:

Research and Analysis

Artistic/Creative

Administrative

Technical Knowledge

Culture and Language

Leadership

Helping/Human Relations

Numerical/Organizational

Lab Skills

Management

Computer Skills

Communication/ Public Relations

Interpersonal Relations

Problem Solving

Innovation

Mechanical

ALSO LOOK AT P. 80-81 FOR IDEAS

Functional Example

Marjorie Barnes
9931 Terrace Place
Pasadena, CA 91050 (626) 555-1313

OBJECTIVE

To contribute to your organization's success through the use of exceptional customer service, managerial, and people skills.

QUALIFICATIONS

- Solid managerial and administrative experience
- Exceptional versatility and adaptability.
- Dedication and drive as a hard-working individual.
- Superlative communication and team-building skills.
- Ability to manage multiple tasks in a pressured environment.

PROFESSIONAL SKILLS

INTERPERSONAL AND TEAMWORK SKILLS

- Entrusted to process confidential employee records such as salary changes, vacation/absenteeism reports, and performance appraisals.
- Interacted with a wide variety of personalities while scheduling meetings/appointments and making travel arrangements for executives.

CUSTOMER SERVICE AND SALES SKILLS

- Interacted with clients and utilized excellent organizational skills to arrange and coordinate special events that include weddings, receptions, and holiday parties, as well as everyday lunch and dinner planning.
- Delivered excellent customer service and conducted in-house sales promotions while functioning as food server, beverage server, and hostess.
- Oversaw daily sales operations at country club

MANAGERIAL AND SUPERVISORY SKILLS

- Proved multi-tasking abilities by scheduling and supervising staff, consisting of kitchen workers, bartenders, and food servers while functioning as clubhouse assistant manager at country club and simultaneously serving as pool manager and swim instructor.
- Served as right hand to lead managers of an Entertainment Company in an administrative assistant capacity.

EMPLOYMENT HISTORY

- Administrative Assistant, Blue Ribbon Technologies, Inc., Pasadena, CA, 4/06 to Present

Chronological Resume Example

Ima Teacher

1264 School Court • Fairfield, CA 90000
(707) 111-2222 • imateacher@yahoo.com

OBJECTIVE

To obtain an elementary teaching position with the Fairfield Unified School District.

CREDENTIAL

SB 2042 Preliminary Multiple Subject Credential with English Learner Authorization
California State University, Sacramento, May 2009

RICA EXAM

Passed April 2009

EDUCATION

Bachelor of Arts, Liberal Studies
California State University, Sacramento, December 2007

Honors: Dean's Honor List, 2003 - 2007

EXPERIENCE

Teacher Intern, Third Grade, William Land School, Sacramento, CA 2009

- Designed and implemented lessons in all subject areas.
- Utilized strategies such as scaffolding and small groups to meet students' needs.
- Implemented classroom management strategies.
- Challenged students to master basic math concepts through implementation of manipulative, graphing, and charting exercises.
- Attended professional growth seminars and workshops.
- Communicated with parents to acknowledge superior work and areas of concern through weekly newsletters; encouraged parent-volunteer participation.

Student Teacher, Fifth Grade, John Bidwell School, Sacramento, CA 2008

- Assisted Master Teacher with design and implementation of lessons in all subject areas.
- Led integrated social studies/writing units that allowed students to bridge the gap between real world issues and course material through library and Internet research.
- Facilitated small groups in Language Arts and Math.
- Utilized strategies such as scaffolding and small groups to meet students' needs.

Recreation Aide, City of Sacramento Parks & Recreation, Sacramento, CA 2003-2007

- Supervised groups of 5-30 children during games and activities.
- Developed and coordinated sports program and activities for children in grades K-8.
- Provided child care and managed children in grades K-6.
- Organized and trained Junior Olympics team of 40 team members for 3 years.

OTHER SKILLS

Fluent in Cantonese

Computer: Microsoft Word, PowerPoint, Internet

INTERESTS

Competitive marathon runner

Sacramento Judo Association member

SUZANNE STUDENT
0000 Main Street
Fairfield, CA 95800
(707) 000-0000 • astudent@solano.edu

Objective

To obtain an accounting position with a CPA firm.

Education

Bachelor of Science, Business Administration, Accountancy concentration
California State University, Sacramento, December 2009
GPA major: 3.67 GPA overall 3.40 CPA Exam: April 2010

Honors: Dean's List

Computer Skills: Excel, Word, PowerPoint, Quicken

Language Skills: Chinese (Mandarin and Cantonese)

Achievement: Managed a restaurant that has been ranked #1 for three consecutive years

Skills and Qualifications

Accounting

- Processed biweekly payroll and verified timesheets for 3-10 restaurant employees.
- Strong understanding of accounting principles and procedures obtained in a classroom setting.
- Provided timely and accurate bookkeeping services for private clients' small businesses.
- Verified incoming A/P invoices and paid vendors.

Communication

- Interacted with all levels of personnel in a restaurant from the owner to the servers.
- Made several presentations to groups of 50 on motivation and persuasion techniques.
- Wrote a research paper on American foreign policy and how it influenced the economy.

Client Relations

- Assisted customers in the selection of food items in a Chinese restaurant.
- Resolved customer issues by listening to their concerns and offering reasonable solutions to problems.
- Offered excellent customer service to customers with special needs and catering requirements for banquets, large parties, and specialized food preparation.

Work History

Manager, Peking Restaurant, El Dorado Hills, CA 2006-present

Bookkeeper, private clients, Sacramento, CA 2003-present

Waitress, Posh Bistro, Sacramento, CA 2003-2004

Affiliations

Beta Alpha Psi

Sacramento Food Bank

The Cover Letter

The cover letter is your introduction to the prospective employer. It should be addressed to a specific person and always in business letter format. It identifies the kind of position that you are seeking, and why you would be an asset to that particular organization. A cover letter allows you to expand upon any experiences and skills that do not appear on your resume. It should be written in a clear, concise, professional yet natural, and always courteous style. The following suggested format may help you get started.

JAMES D. STUDENT
1111 University Street
Sometown, CA 00000
(999) 999-9999 • studentjd@email.com

Date of Writing

Contact Name

Title of Contact

Name of Organization

Street Address

City, State ZIP Code

Dear Mr. or Ms. _____:

State the purpose for writing: the name of the position or field, or the general vocational area about which you are asking. Be as specific as possible. Tell how you heard of the opening or organization.

Summarize your qualifications which you think would be of greatest interest to the employer, slanting your remarks to their point of view. Cite relevant education and experience, particular skills, competencies and interests as they relate to the position.

Sincerely state your interest in their organization, location, or type of work. Include information that you know about the company or the position. Explain why you especially want to work for them.

Thank them for taking the time to review your enclosed resume and/or application. Let them know you are looking forward to the next step in the process and the opportunity to meet with them in person. Indicate how you can be reached and thank them for their consideration.

Sincerely,

Your Signature in Black Ink

Your Typed Name

(Legal Name, No Abbreviations)

Enclosure: Resume