

The Resume

What is a resume?

- A resume is a one-page summary of your education, skills, accomplishments, and experience.
- The purpose of the resume is to get a potential employer to call you for an interview where you can sell yourself!

What information should a resume include?

- Personal Data:
 - Name
 - Permanent and local address
 - Phone number
 - E-mail.
- Career Objective:
 - May include the skills you want to apply and an eventual goal.
 - Use phrases – indicated position desired or areas of interest.
 - Avoid general statements and terms such as: opportunity for advancement; a challenging position; a position dealing with people; a progressive company
- Education: (Begin with the most recent.)
 - Name and location of college or university (city & state sufficient)
 - Degree received; major and minor.
 - Dates of attendance or month and year graduating
 - GPA
 - Relevant courses (optional)
- Experiences: (Begin with the most recent and relevant)
 - List full-time, part-time, internships, or co-op ops
 - Dates of employment
 - Company or organization name and city and state location
 - Job title
 - Describe your duties using phrases, beginning with action verbs, in present or past tense, depending on the time of the experience
- Extracurricular:
 - List your professional affiliations, clubs/organizations, campus activities, and dates of involvement.
 - Include any offices you held or committees you chaired.
 - A brief description may be necessary for an activity
- Skills
 - Include any technical skills such as computer software applications, hardware and/or languages.
 - List any language fluencies
- Personal Categories
 - These sections can be used to demonstrate valuable attributes

- For example, military experience, publications and presentations, relevant projects completed, and major accomplishments
- Miscellaneous
 - Optional information includes: willing to relocate, willing to travel, dates of availability, and/or special interests
- References:
 - A statement “References available upon request” is common. However, if space is limited, this statement is not necessary.
 - Rule of thumb: for the interview, have references available on a separate sheet.

What are the different types of resumes?

- All resumes should include all of the previously stated information; however, there are several styles and formats that can be used.
- The two main resume formats include:
 - Chronological: focuses on work history and experiences
 - Functional: focuses skills developed

What are some resume don'ts?

- Do not use personal pronouns

Resume Activity

Using the format described above and the action verb list, please help Robyn improve her resume. Please add any suggestions, especially where things may be too general.

(Hint: Something should be changed or added in all but one section of the resume)

Robyn D. Williams

25 Main Street

336-881-2345

purpleprincess@yahoo.com

Objective

I want to design cars

Education

James B. Dudley High School

High school diploma, GPA: 3.0, June 1999

Work/Volunteer Experience

Williams Memorial CME Church, August 1998-present
Middle School Tutor

Burlington Coat Factory, April 1997-July 1997
Fitting Room Attendant

Mr. and Mrs. Jenkins, June 1996-August 1996
Babysitter

Honors

A/B honor roll, Citizenship Award, Perfect Attendance, National Honor Society

Activities

Future Business Leaders of America, Marching Band, Mentoring Program, Step Team, Youth Choir

Interests and Hobbies

Dancing, Football, Math, Listening to Music, Reading, Singing

Suggested Corrections (For Mentor Use only):

- Include city, state, and zip code in header
- Include a more appropriate email address
- Include location of high school
- Include significant/relevant courses (especially vocational courses) in education section
- Include at least one responsibility or skill learned for each work experience
- Include dates for Honors
- Include dates for Activities/Organizations and specify leadership positions
- Add reference section