Education and Careers: Job Seeking

Resumes

Purpose of a Resume

Entice reader to interview you
First impression of you
Should be



- Memorable (in a positive way)
- Attractive (format consistent, good use of white space, symmetric and aligned)
- Error-free (no typos, spelling or grammatical errors)

What Goes on the Page?



 Like expensive real estate

 Only put the items with the most "bang for buck"

What Order Does It Go on the Page?

After name and contact info...
Most "sellable" first

- Education
- Work Experience
- Volunteer Experience
- Skills
- Awards / Achievements

 Could be different depending on the who you give resume to

Career Objective

To use or not to use... you decide!

Jane Smith

Address Line 1 Address Line 1 and 10, ensue Ap * (212) 250-1414 * jane.smith@gmail.com

CAREER OBJECTIVE

Administrative Assistant with 6+ years of experience working directly for the President of 3M Inc., a Fortune 500 company. Possesses impeccable written and verbal communication skills and excellent interpersonal skills.

BE COMPETENCIES

Customer Service

Cost Efficient

Supplier Relationship

PROFESSIONAL EXPERIENCE

Sue Smith 456 1st Avenue Any City, Any State 12345 H: 123-456-7890 W: 123-789-1234 E-Mail: <u>sue@yahoo.com</u>

reports to determine their significance and plan their or consideration and presentation by executives, committees and departmental finances, budget preparation, personnel issues, tements and other documents, using word processing,

Objective

To obtain a senior administrative position that utilizes my 9 years of office management experience in the electrical, HVAC, plumbing, and refrigeration contracting industry.

Experience

Office Manager, January 1991 – Present. ABC Electric, Any City, Any State An electrical, HVAC, plumbing, and refrigeration contracting firm serving commercial and residential customers.

Name and Contact Info

Top of page

Same for resume and references sheet

- Separate page for references
- Full name
- Reliable contact number(s)

Appropriate voice mail message
 Professional email address

Education

 Dates – month/year; same format
 Name of school

No grade; just anticipated date of graduation

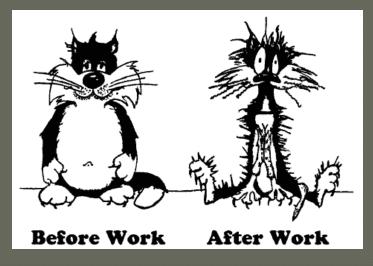
Reliveren

 Incl. electives related to marketable skills (e.g., computer fundamentals, accounting, etc.)

 Include courses outside of high school (e.g., St. John's Ambulance – CPR)

Work or Volunteer Experience

- Two separate sections if you have both
 Dates
- Name of company/organization
- Bullet list of duties
 - Start each bullet with an action verb



Awards and Achievements

Include

- Academic awards
- Athletic awards
- Extracurricular/service awards
- Succinct description of achievement

E.g. placed first in Kiwanis Festival viola competition
 Dates (year(s) only)



Include

- Languages (oral and written fluency)
- Computer software ("proficient", "knowledgeable", "basic knowledge of")
- Typing speed
- Swimming level
- Etc.

Interests

• Use as filler

Include ones that enhance application

"reading", "learning new software",
"cooking/sewing, etc" – follows instructions well
"playing sports" – team work, discipline

Avoid

- "shopping"
- "playing computer games"
- "watching TV"



References

• "Available upon request." • **NEVER** list references on resume Should be on a separate sheet Need to have 2-3 references Academic Work/volunteer • Heading same as resume • See example

Notes about Formatting

- Use ONE font style only • Minimum 12 pt font size O Differentiate text based on Size of font, bolding, italicizing Do not use underline I'' margins Consistency in Indenting (ensure text lines up) • Bullets (ensure same size)
 - Date format (e.g., Feb 2014, Mar 2014, Apr 2014)

If you email it...

Always save as a PDF file and then send
 Guarantees formatting won't change

PCs - Google "dopdf" and download program

Free, "clean", useful

 MACs – File, Print, bottom left of print screen – print as PDF