
RESUME DEVELOPMENT

Tips to help you create the perfect resume

Purpose and Types of Resumes

The **purpose** of a resume is to convince a prospective employer that you are an outstanding candidate for employment and that it would be well worth their time to interview you.

You must **convince** the employer you have something of value to contribute to his or her company.

Before you begin writing your resume, you should be aware of the **different types** of resumes:

Chronological

The chronological resume is the most commonly used resume. This resume style lists your employment history in chronological sequence with accomplishments included for each position.

The chronological resume is best for job seekers who:

- have career progress and experience in their field of interest
- want to focus on the accomplishments in their most recent job

Functional

The functional resume focuses on your transferable skills, accomplishments, and experiences without focusing on specific job titles and positions held. Skills, accomplishments and experiences are highlighted and divided into functional areas of expertise. The functional resume is not used often. *The functional resume is best for job seekers who:*

- are making a career transition
- are entry-level with no experience
- have not worked in several years

Combination

The combination resume incorporates both the functional and chronological styles. Skills, accomplishments and experiences are highlighted and divided into functional areas, but a chronological list of employment is also included. The combination resume is very popular because it allows job seekers to emphasize relevant accomplishments and show work history. *The combination resume works for almost any type of job seeker.*

Format for a Chronological Resume

12345 Main Street
Any City, State ZIP

Phone 123-456-7890
Fax 123-456-7890
E-mail me@me.com

First and Last Name

Objective or
Summary of
Qualifications

Include an objective statement or a brief summary of qualifications.

Professional
Experience

(You may include up to 10 years experience.)

Organization Name **City, State**

Title

Dates

- Responsibilities and accomplishments.
- Be sure to include action words and transferable skills!

Organization Name **City, State**

Title

Dates

- Responsibilities and accomplishments.
- Be sure to include action words and transferable skills!

Organization Name **City, State**

Title

Dates

- Responsibilities and accomplishments.
- Be sure to include action words and transferable skills!

Education

Graduation Date

University Name

City, State

Degree/Major

- Honors

Computer Skills

List computer applications you have experience with.

Professional
Memberships

Organization Name, Offices Held, Dates

Worksheet for a Chronological Resume

Your Contact Information

Name _____
Street _____
City/State/ZIP _____
Phone Number _____

Objective or Summary of Qualifications

Professional Experience

Organization Name _____
City, State _____
Title _____
Employment Dates _____

Responsibilities and accomplishments:

- _____
- _____
- _____
- _____

Organization Name _____
City, State _____
Title _____
Employment Dates _____

Responsibilities and accomplishments:

- _____
- _____
- _____
- _____

Organization Name _____
City, State _____
Title _____
Employment Dates _____

Responsibilities and accomplishments:

- _____
- _____
- _____
- _____

Education

Institution Name _____
City, State _____
Degree/Major _____
Graduation Date _____
Honors _____

Computer Skills

- _____
- _____
- _____

Military Experience

Professional Affiliations/Memberships

Organization Name _____
Office Held _____
Dates _____

Format for a Functional Resume

FIRST AND LAST NAME

OBJECTIVE OR SUMMARY OF QUALIFICATIONS

Include an objective statement or a brief summary of qualifications.

ACCOMPLISHMENTS

Functional Area (i.e. Marketing)

- Specific accomplishment.
- Specific accomplishment.

Functional Area (i.e. Relationship Management)

- Specific accomplishment.
- Specific accomplishment.

Functional Area (i.e. Accounting)

- Specific accomplishment.
- Specific accomplishment.

EDUCATION

Graduation Date University Name City, State
Degree, Major
Honors

COMPUTER SKILLS

List computer applications you have experience with.

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

Professional Organization Name, Offices Held, Dates

12345 MAIN STREET · ANY CITY, STATE OR PROVINCE 12345-6789 · PHONE (123) 456-7890
FAX (123) 098-7654 · E-MAIL ME@MYCOMPANY.COM

Worksheet for a Functional Resume

Your Contact Information

Name _____
Street _____
City/State/ZIP _____
Phone Number _____

Objective or Summary of Qualifications

Professional Experience

Organization Name _____
City, State _____
Title _____
Employment Dates _____

Responsibilities and accomplishments:

- _____
- _____
- _____
- _____

Organization Name _____
City, State _____
Title _____
Employment Dates _____

Responsibilities and accomplishments:

- _____
- _____
- _____
- _____

Organization Name _____
City, State _____
Title _____
Employment Dates _____

Responsibilities and accomplishments:

- _____
- _____
- _____
- _____

Education

Institution Name _____
City, State _____
Degree/Major _____
Graduation Date _____
Honors _____

Computer Skills

- _____
- _____
- _____

Military Experience

Professional Affiliations/Memberships

Organization Name _____
Office Held _____
Dates _____

Format for Combination Resume

12345 Main Street
Any City, State ZIP

Phone 123-456-7890
Fax 123-456-7890
E-mail me@me.com

First and Last Name

Objective or
Summary of
Qualifications

Include an objective statement or summary of qualifications.

Accomplishments

Functional Area (i.e. Marketing)
Specific accomplishment.
Specific accomplishment.

Functional Area (i.e. Accounting)
Specific accomplishment.
Specific accomplishment.

Professional
Experience

Organization Name
Title

City, State

Dates

Organization Name
Title

City, State

Dates

Organization Name
Title

City, State

Dates

Computer Skills

List computer applications you have experience with.

Education

Graduation Date
Degree/Major
• Honors

University Name

City, State

Professional
Memberships

Organization Name, Offices Held, Dates

Worksheet for a Combination Resume

Your Contact Information

Name _____
Street _____
City/State/ZIP _____
Phone Number _____

Objective or Summary of Qualifications

Professional Experience

Organization Name _____
City, State _____
Title _____
Employment Dates _____

Responsibilities and accomplishments:

- _____
- _____
- _____
- _____

Organization Name _____
City, State _____
Title _____
Employment Dates _____

Responsibilities and accomplishments:

- _____
- _____
- _____
- _____

Organization Name _____
City, State _____
Title _____
Employment Dates _____

Responsibilities and accomplishments:

- _____
- _____
- _____
- _____

Education

Institution Name _____
City, State _____
Degree/Major _____
Graduation Date _____
Honors _____

Computer Skills

- _____
- _____
- _____

Military Experience

Professional Affiliations/Memberships

Organization Name _____
Office Held _____
Dates _____

Resume Tips

These are tips that will provide a guide for resume writing.

1. There are no universal formats.
2. Include a job objective that relates to the job you are seeking.
3. Write a resume that relates to the job you are seeking.
4. Final hiring decisions are rarely based upon resumes alone; however, the resume should be a concise, factual and positive listing of your education, employment history, and accomplishments.
5. Test your resume relevancy. Try your resume out on someone who knows you.
6. Be conscious of the continuity of your work history. Resumes with gaps of unaccountable time will raise questions with a potential employer.
7. Weigh your choices of words. Use concise phrases and clauses rather than complete sentences.
8. Always send a cover letter on matching paper with specific reference to the company's need and your qualifications for the job. A personal letter is always best, so make an effort to get the name and title of the individual making the hiring decision.

Remember, your resume is only a door opener.
Your goal ☞ A PERSONAL INTERVIEW

Action Verbs for Resume Writing

RESEARCH SKILLS	TEACHING SKILLS	TECHNICAL SKILLS
-----------------	-----------------	------------------

addressed
arbitrated
arranged
communicated
corresponded
developed
directed
drafted
edited
enlisted
explained
formulated
facilitated
influenced
interpreted
introduced
lectured
mediated
moderated
motivated
negotiated
persuaded
presented
promoted
publicized
reconciled
recruited
spoke
sold
translated
wrote

acted
composed
conceptualized
created
designed
developed
devised
directed
drafted
edited
established
fashioned
founded
illustrated
innovated
instituted
integrated
introduced
invented
marketed
originated
performed
planned
published
revitalized
shaped
sketched
wrote

approved
arranged
catalogued
classified
collected
compiled
condensed
consolidated
corrected
dispatched
executed
generated
handled
implemented
inspected
maintained
monitored
observed
operated
organized
participated
prepared
processed
provided
purchased
received
recorded
reported
represented
retrieved
scheduled
screened
structured
submitted
tabulated
updated

Action Verbs for Resume Writing

RESEARCH SKILLS

clarified
collected
controlled
critique
diagnosed
evaluated
extracted
identified
inspected
interpreted
interviewed
investigated
organized
quantified
questioned
researched
reviewed
selected
studied
summarized
surveyed
systematized
tabulated

TEACHING SKILLS

adapted
advised
clarified
coached
communicated
coordinated
developed
encouraged
explained
facilitated
guided
informed
initiated
instructed
lectured
persuaded
set goals
stimulated
tutored

TECHNICAL SKILLS

automated
assembled
built
calculated
computed
constructed
converted
devised
engineered
estimated
fabricated
maintained
modified
operated
overhauled
programmed
remodeled
reduced
repaired
solved
tested
trained
upgraded

Action Verbs for Resume Writing

FINANCIAL SKILLS	HELPING SKILLS	MANAGEMENT SKILLS
administered	advised	achieved
allocated	assessed	administered
analyzed	assisted	analyzed
appraised	clarified	assigned
audited	coached	attained
balanced	counseled	chaired
budgeted	demonstrated	completed
calculated	determined	conducted
computed	diagnosed	consolidated
developed	educated	coordinated
estimated	ensured	decreased
forecasted	expedited	developed
managed	facilitated	directed
marketed	familiarized	documented
planned	guided	eliminated
programmed	helped	enhanced
projected	referred	evaluated
quantified	rehabilitated	executed
researched	represented	finalized
reviewed	screened	headed
tabulated	supported	improved
	tutored	increased
		instituted
		learned
		led
		organized
		oversaw
		predicted
		planned
		prioritized
		produced
		projected
		proposed
		recommended
		resolved
		reviewed
		served

Action Verbs for Resume Writing

SELF-DESCRIPTIVE SKILLS

active
adaptable
aggressive
ambitious
analytical
attentive
capable
competent
conscientious
consistent
constructive

experienced
fair
independent
knowledgeable
logical
mature
methodical
objective
optimistic
perceptive
pleasant

realistic
reliable
self-reliant
sense of
sincere
successful
systematic
tactful
talented
technical
well-rounded

Transferable Skills

- high motivation
- good decision making skills
- establish effective relationships
- leadership skills
- intellectual curiosity
- work well under pressure
- fair mindedness and objectiveness
- customer service skills
- team experience
- organizational skills
- work well with people of all education levels
- creativity
- tact and good judgment
- ability to see all points of view
- effective communication skills
- ability to interpret and analyze data
- organized, resourceful and imaginative
- mathematical aptitude
- supervisory skills
- emotional maturity
- diplomacy

References

- List at least three or four professional references (people who have knowledge of your work ethic, skills and abilities).
- Contact references and ask for permission to use their names prior to applying for positions.
- Send references a copy of your resume; this will assist them in speaking to an employer about your education and experience.
- Tell your references what type of position you are looking for and discuss your skills and accomplishments with them.
- Keep in contact with your references during your job search.
- Once you've landed the job, be sure to send a note or make a phone call to each one of your references to thank him or her for assisting you in your job search.

Sample Reference Page

Peter Jackson

201 South Grant Ave. • Columbus, Ohio 43215-5399 • (614) 341-6208

References

Dr. Janice L. Davidson
Professor
Franklin University
201 S. Grant Avenue
Columbus, OH 43215
(614) 555-6231

Ms. Barbara Lowe
Director of Finance
Lowe and Company
3999 N. Broadway
Columbus, OH 43206
(614) 555-4892

Ms. Mary Ann Dreyfus
President
McGregor, Inc.
45 N. Hayden Run Ct.
Columbus, OH 43224
(614) 555-9362

The Scannable Resume

What is a “scannable resume?”

When you submit your resume via fax, email or mail to most companies, it is scanned into their resume database. Managers then search the database for key words that describe concepts or characteristics that match their job descriptions. If your resume includes those keywords, the manager will choose to view it.

How do I create a scannable resume?

- Remove all fancy texts, bullets, underlines and columns.
- Create your resume in a generic text editor (such as notepad) using a size 12 font.
- Place name and contact information at the top of the page.
- Insert a paragraph of keywords that describe your abilities and characteristics.
- Add experience, education, etc., using all capital letters to label the sections.

The Electronic Resume

E-mail is an excellent means by which to submit your resume to an employer. In fact, in many cases, it is the employer's preferred method of receiving resumes. Our recommendation for submitting resumes via e-mail is as follows:

- Create a new e-mail message to the employer, with your cover letter in the body of the message.
- Cut and paste your scannable resume into the body of the e-mail, after your cover letter.
- Include as an attachment your "regular" resume.

By following the steps above, your resume should be received by the employer both as a part of the body of the e-mail and as an attachment. That way, if there is a problem with either, the other can serve as "back-up."

Sample Electronic/Scannable Resume

Joe Student
1234 College Way
Columbus, Ohio 44444
Phone: (614) 555-5555
E-mail: jstudent@college.edu

SPECIAL SKILLS AND CHARACTERISTICS:

Computer literacy including COBOL, JAVA, html, MS Office, c++ and web site design.
Outgoing, personable, trustworthy, productive, team player.

EDUCATION:

Anytown College Anytown, USA
Bachelor of Science in Business and Marketing
Expected date of graduation: May, 2000
GPA: 3.78/4.0
Relevant coursework completed includes:
Marketing and Advertising
Business Principles
Business Law
Desktop Publishing
Accounting
Financial Management

EXPERIENCE:

Administrative Assistant ABC Corporation 1997-present
Duties include creation of correspondence, greeting incoming visitors, development and maintenance of business contact database, monitoring usage and ordering of office supplies, and answering telephone.

Internship Microsoft Corporation Summer, 1998
Worked as part of a web development team to establish new marketing efforts for various products.

ACTIVITIES AND HONORS:

Zeta Zeta Zeta Honor Society - President, 1996-present
Member of Student Marketing Association
Dean's List - 1996, 1997, 1998, 1999

REFERENCES AVAILABLE UPON REQUEST

Recommended Books

Resumes For Dummies

By Joyce Lain Kennedy

Does Your Resume Wear Blue Jeans?

by Edward Good

Getting Hired

by Edward J. Rogers

Getting Through to People

by Jesse S. Nirenberg

Job Hunting Secrets

by Kirby W. Stanat

Power Resumes

by Ron Tepper

Resume Power: Selling Yourself on Paper

by Tom Washington

Resumes that Knock 'Em Dead

by Martin John Yate

Sweaty Palms

by H. Anthony Medley

The Complete Q&A Job Interview

by Jeffrey G. Allen

The Damn Good Resume Guide

by Yana Parker

The Perfect Resume

by Tom Jackson

The Resume Handbook

by A.D. Rosenberg and David V. Hizer

The Resume Kit

by Richard H. Betty

What Color is Your Parachute?

by Richard Nelson Bolles