

## **What is a Resume?**

A resume tells a potential employer who you are, what you know, what you have done, what kind of work you want, and why you should be hired.

A resume is not a biography and it should not provide too much information. A resume should be one page, unessential information should be omitted. Remember: a resume is a brief summary of your experiences, education, training, and accomplishments.

Writing a resume is an excellent way to prepare for an interview. It organizes one's accomplishments, skills, knowledge, and abilities. The resume should be focused on career objectives. One needs to analyze their individual work experience to define the tasks one has performed the skills that were utilized, and the accomplishments (results of one's productivity).

### **Do's of a Resume**

- Good physical appearance: neatly typed, correct spelling, even margins, well placed blocks of information
- Well organized: employer does not have to hunt for information
- Proper length: one (1) page. Employers do not spend a long time looking at a resume
- Well-described skills and duties of positions
- Pertinent information: nothing unrelated to objectives, skills, knowledge, and ability
- Well-defined job objective and career goal
- Use short sentences
- Stress your accomplishments
- Send a cover letter

### **Don'ts of a Resume**

- Dating a resume

*Stude  
nt  
Temp  
late*

- A personal photograph (unless appearance is job related)
- Marital status, health, or age
- Inaccessible telephone number or incorrect address
- Religious or political affiliation
- Salary history or desired salary
- Job supervisors' names
- Recreational activities
- Performance reviews
- Do not use the pronoun "I"

## Resume Format:

(An entry level resume is never longer than one (1) page with font size 11 to 12. {11 might be needed to fit resume to one page} State the most current facts first. )

## Resume

Your Name  
Your Address  
City, State Zip  
Your Telephone

Don't Type the Words  
**Your Name!!!**  
**Just the Information**

## Objective:

- List a minimum of 1 objective
- List a minimum of 3 skills, & achievements

## Skills:

## Education:

USE COLONS not Semi  
colons or commas after  
headings!

## Achievements:

See spacing on  
Template! 2 spaces  
between last line and  
new heading

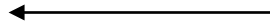
## Work Experien

List title AND explanation of experience: *Use this format when completing the work experience section of your resume.*

- Grounds-man Responsibilities include: Lawn mowing, gardening, pulling weeds basic
- Fund raising participant Responsibilities include: fund raising and soliciting donations for church, school, or community projects

**References:**

- 1.
- 2.
- 3.



Number and use the TAB key to align references.  
Include all information!

To include relationship, extend margin to (6.5) to be able to print outside margin

## Resume

Your Name

Your Address

City, State, Zip

Telephone Number (w/ Area Code)

- All headings are capitalized & in bold font
- Double space between last bulleted objective, skill and the next heading
- Single spacing between bulleted information
- Bullets should be inset as shown and not aligned with the margin used in the headings

### Objectives:

- See page 14 for examples.
- 
- 

### Skills:

- See page 15 for examples.
- 
- 

- Double spaced
- Single spaced
- Use tab key to align

### Education: (Most current first.)

Madera South High School	Madera, CA	On track to graduate 200_
M.L. King Middle School	Madera, CA	7 <sup>th</sup> & 8 <sup>th</sup> grades

### Achievements: See page 16 for examples.

- 
- 
- 

### Work Experience: (Paid and/or unpaid) See page 17-18 for examples.

- 
- 
-

**References:** Must list three (3) references. References available upon request is NOT acceptable on an entry level resume. **See pp. 33-37 or p 21 for guidelines for references.**

Name	Title	Company	Telephone	Relationship
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

[ Street Address [ Phone Number  
[ City, State, ZIP Code [ Email Address

**[ FIRST & LAST NAME ]**

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**Objective** [ Type Objective Here ]

**Education** [ Dates Attended ]

[ Company/Institution Name ]  
[ City, State ]

**[ Degree/Major ]**

▪ [ Details of position, award, or achievement. ]

**Awards received** [ Click here and enter information. ]

**Extracurricular activities** [ Click here and enter information. ]

**Work experience** [ Dates Attended ]

[ Company/Institution Name ]  
[ City, State ]

**[ Job Title ]**

▪ [ Details of position, award, or achievement. ]

**Volunteer experience** [ Click here and enter information. ]

**Summer jobs** [ Dates Attended ]

[ Company/Institution Name ]  
[ City, State ]

**[ Job Title ]**

- [ Details of position, award, or achievement. ]

**Languages** [ Click here and enter information. ]

**Interests  
and  
activities** [ Click here and enter information. ]



## **Objective Statements for Resume Writing**

In preparing the objective statement in your resume make sure you have a well-defined job search objective. A well constructed objective statement normally includes two (2) basic elements: job level and functional area.

Some examples of objective statements are:

- To obtain a position with a company that utilizes my previous work experience, interpersonal skills, and leadership ability
- To find a position with a dynamic company that will utilize both my computer skills and my mathematical background
- To obtain an entry level position that utilizes my statistical and analytical educational background
- To obtain an entry-level position in marketing: special interests in retailing, customer service and public relations
- To obtain an entry level position that will enable me to utilize and further develop my analytical and interpersonal skills
- To obtain a position in a management training department that will challenge me
- To obtain a position in the field of banking, securities, and finance that will give me the opportunity for growth
- To find employment suitable to my skills, abilities, and interest in the retail market
- To find employment in the local area and continue my education
- To obtain a position in a growing company with the potential for advancement in an office environment, one that will identify my strengths and stimulate my learning abilities

- To obtain a position where I will utilize my skills, experience, and work ethic to enhance the company's productivity
- To seek a position in sales/customer service, working with people from diverse backgrounds
- To secure steady employment working for a company at an entry level position
- To advance my skills and knowledge, so I may grow in the \_\_\_\_\_ industry

## **Resume Writing Skills**

The following list will give you an idea of different skills you may possess.

bilingual English/Spanish	energetic
bilingual read / write second language	organized
cheerful attitude	enjoy being challenged
cooperative	dedicated worker
good penmanship	basic computer skills
computer literate	PC friendly
pays attention to detail	punctual
reliable	good listener
excellent problem solver	loyal
adaptable to many situations	artistic
resourceful	works well with others
Microsoft Word 45 words per/minute	team player
follow instructions well	listens well
stay focused	focused
flexible	curious
typing knowledge	hard worker
fast learner	retain information well
word processing knowledge	spreadsheet knowledge
data processing	data entry
good people skills	answering telephones
filing	faxing documents
work independently	independent
incoming and out going mail (mail sorting)	getting the job done correctly
friendly	people oriented
enjoy meeting people	self starter
self motivated	motivated
leader	great with children
excellent cleaner	multi-task team player
multi-tasked	customer relations
work well under pressure	high confidence level
attention to detail	teachable

like to learn  
trustworthy  
committed  
patient

dependable  
honest  
reliable  
enthusiastic

## **Resume Writing Achievements**

Some examples of achievements are:

- Earned a current Employability Card
- Perfect attendance in my sophomore year at school
- Student of the month
- Participate in church choir
- Completed eleven (11) years of education
- Member of the varsity basketball team
- Maintaining a 2.5 cumulative grade point average (GPA)
- Volunteer tutor for Madera Unified School District
- Volunteer Candy Striper for Children's Hospital
- Volunteer reader for Madera County Library
- Successfully completed 120 credits toward the 230 credits needed for graduation from Madera Unified School District
- Passed three (3) benchmarks- a requirement of Madera Unified School District
- Staying in school while raising a child
- Member of Charros Unidos of Madera
- Child care diploma

- Completed the Ready Set Go Program through the Workforce Development Agency
- Passed the CAHSEE required by Madera Unified School District
- Improved my API scores twelve (12) points
- Working part time while attending school
- Working to help with family finances while attending school
- Worked for parks and recreation summer program,
- Certified in CPR

## **Resume Writing Work Experience (Paid or unpaid)**

Some examples of work experience may include:

- Grounds-man- Responsibilities include: Lawn mowing, gardening, pulling weeds basic Maintenance and landscape work
- Handyman- Responsibilities include: minor repairs, painting, cement work, fixing broken items around the house, and light carpenter work
- Baby-sitter- Responsibilities include: care for infants, toddlers, preschool and school age children
- Newspaper delivery- Responsibilities include: deliver newspapers by maintaining a daily route
- House cleaning- Responsibilities include: cleaning kitchen, mopping floors, dusting, vacuuming, washing windows, and laundry
- Child care provider- Responsibilities include: total well being of child
- Tutor- Responsibilities include: working with students to improve academic skills
- Pet care provider- Responsibilities include: total well being of the pet, walking, feeding, bathing, and grooming
- Ranch worker- Responsibilities include: irrigation, minor tractor operator, yard maintenance, pruning, picking, and other vineyard work
- Clerical assistant- Responsibilities include: making copies, filing, answering the telephone, word processing, and data entry

- Personal assistant- Responsibilities include: grocery shopping, driving children, fixing meals, and other duties as assigned
- Car washer- Responsibilities include: all aspects of cleaning automobiles
- Customer service fast food industry- Responsibilities include: meeting the needs of the customer. Examples: cashier; crew member; table cleanup or service; drive thru window, opening or closing
- Teacher's aide- Responsibilities include: filing student records, typing short memos, and reconciling data entry work for students
- Fund raising participant- Responsibilities include: fund raising and soliciting donations for church, school, or community projects
- Record keeping- Responsibilities include: paying checks and keeping bank records, maintaining accurate financial records, long range and short range financial goals
- Purchasing agent- Responsibilities include: weekly food purchases and clothes buying, able to research and compare products for cost effectiveness
- Big sister- Responsibilities may include: settling fights and keeping siblings happy, able to relate to family members on their level of need, consistently finding ways of achieving compromise for family at odds, minimize conflicts and maximize group efforts
- Health care worker- Responsibilities include: administering medication, blood pressure, attending to bodily needs, monitoring weight and food intake
- Waiter/Waitress- Responsibilities include: serving meals, clearing tables, taking orders, and acting as cashier





## **Resume Writing Action Words**

The following list of action words are work skills which are transferable from position to position and should be utilized in your resume

Accepted	Composed	Directed	Founded	
Achieved	Computed	Discovered		Led
Adapted	Conceived	Displayed	Generated	Listened
Adjusted	Conceptuali	Dissected	Governed	
Administere	zed	Distributed	Grouped	Made
d	Conducted	Doubled	Guided	Managed
Advised	Confronted	Drafted		Mapped
Allocated	Constructed	Dramatized	Handled	Mastered
Analyzed	Consulted		Headed	Measured
Anticipated	Contracted	Earned		Mediated
Appraised	Controlled	Edited	Imagined	Modeled
Approved	Converted	Effected	Implemente	Monitored
Arranged	Conveyed	Empowered	d	Motivated
Assembled	Copied	Encouraged	Improved	
Assessed	Correlated	Enforced	Improvised	Navigated
Assigned	Counseled	Engineered	Increased	Negotiated
Assisted	Created	Enlarged	Indexed	Nominated
	Critiqued	Enlightened	Informed	
Balanced		Enlisted	Initiated	Observed
Budgeted	Dealt	Established	Innovated	Operated
Built	Decorated	Estimated	Inspected	Ordered
	Defined	Evaluated	Inspired	Organized
Calculated	Delegated	Examined	Instructed	Originated
Cataloged	Demonstrat	Executed	Installed	Overcome
Checked	ed	Experience	Integrated	
Clarified	Designed	d	Interviewed	Participated
Classified	Detailed	Explained	Invented	Perceived
Collected	Determined		Investigated	Performed
Communica	Developed	Facilitated		Persuaded
ted	Devised	Financed	Justified	Pioneered
Compared	Diagnosed	Formed		Planned
Complied		Formulated	Keynoted	Predicted

Prepared	Strengthened
Presented	
Presided	Succeeded
Prioritized	Supervised
Produced	
Programmed	Tailored
	Taught
Prompted	Trained
Protected	Transcribed
Provided	Transformed
Questioned	Translate
Recognized	
Recorded	Unified
Recruited	Utilized
Rectified	
Reorganized	Validated
	Verified
Reported	
Researched	
Retrieved	
Reviewed	
Revised	
Scheduled	
Screened	
Served	
Shaped	
Simplified	
Solved	
Sorted	
Sparked	

## How to Write a Request for a Letter of Recommendation

Your address

City, State, Zip Code

Today's date here (Spell out month- i.e. April, 19, 2011)

**(Enter 2 times/Double Space)**

The full name of the person to whom you are writing

Their title

Their place of employment

Address

City, State, Zip Code

**(Enter 2 times/Double Space)**

Dear Mr. /Ms /Mrs. Last name of person:

**(Enter 2 times/Double Space)**

I would appreciate your consideration in writing a letter of recommendation for me.

If you agree, I would need this letter completed by (put in the date you want)

the letter back to you– make it roughly two weeks from today

**(Enter 2 times/Double Space)**

*Note: students should ask for letters of recommendation from people that know them well. If so, only activity form will need to be completed to obtain a letter of recommendation. If students ask persons unfamiliar, then they will need to provide a typed request of the 'Request for a Letter of Recommendation' to the intended reference.*

The following would be helpful when you write this letter:

☞ Please write on company letterhead, if available. If letterhead is not available,

please use a company stamp or attach a business card.

☞ Please type the letter. If this is not possible, please write the letter and give it

to me. I will type it and return it to you for your signature.

☞ Please date the letter.

☞ Please include the dates I have known you or worked for you.

☞ Include the capacity you have know me (for example: student, employee,

trainee, etc.)

☞ Make sure to include your complete name and title in your signature.

☞ Please sign the letter.

**(Enter 2 times/Double Space at the end of the paragraph)**

Here are some accomplishments and/or personal qualities I have learned and/or

demonstrated while you have known me that you may want to consider when

writing the letter:

*List your skills and personal qualities in this area (you might consider Attaching your resume for more helpful information about you)*

**(Enter 2 times/Double Space at the end of the paragraph)**

Thank you for your help and consideration.

**(Enter 2 times/Double Space at the end of the paragraph)**

Sincerely,

**(ENTER 4 times)**

Your name typed here

**(SIGN your name in between SINCERELY and YOUR TYPED NAME)**

