

### What is a Resume'?

A resume' is a summary of your skills and qualifications. It tells:

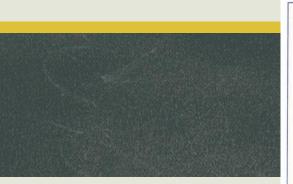
- Your education
- Your skills
- Your work experiences
- Everything you have to offer a potential employer

# Chronological Resume'

This is the most common format. It lists your achievements in time order. Your work experience and education are listed separately.

Chronological Resume's have five parts.

- 1. Heading
- 2. Job Objective
- 3. Skills Summary
- 4. Work Experience
- 5. Education



24 Branford Circle #115 • Hastings, MO 48002 • (269) 555-0189

\*\*MCantos@emails.com\*\*

#### Melissa Cantos

Job Objective

Full-time administrative assistant position in law office.

#### Skills Summary

- Dependable, responsible, and hard-working.
- Strong interpersonal and communication skills.
- Able to maintain confidentiality working with legal documents.
- Knowledge of word-processing and database software including Microsoft Excel and Microsoft Word.
- Bilingual English/Spanish.
- Type 65 wpm.

#### Work Experience

Nov. 2005-present

Englander, Watanabe & Raskin

Bremerton, MO

Administrative Assistant (part-time)

- Perform essential administrative tasks such as scheduling, filing, managing correspondence, and answering busy phones.
- Transcribe case files and notes.

Feb. 2004-Oct. 2005

Centerton Assisted Living Facility

Centerton, MO

Staff Assistant (part-time)

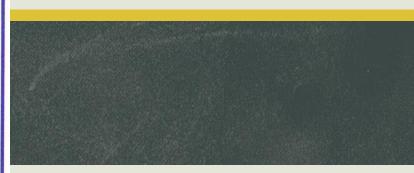
- Performed administrative and managerial duties such as handling phone calls, keeping patient logs, filing, and answering questions from prospective residents and family members.
- Coordinated activities for elderly adults.

#### Education

2005 Springfield High School Springfield, MO

High School Diploma

- Course work in criminal justice and introduction to law.
- Participant in statewide Law Honors Project.
- Three semesters of computer applications courses.



## Skills Resume'

A skills resume lists your achievements by type of skill.

Skills resumes are sometimes called "Functional Resumes".

## Skills Resume'

This is the most common format. Skills Resume's also have five parts.

- 1. Heading
- 2. Job Objective
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## Heading

The heading contains your name and contact information

- List your first name and last name (no nicknames)
  - Add your middle initial or middle name if you like
- List your street address, city, state, and zip code.
- List your home phone number below the address
- List your e-mail address if you have one.

# Heading

### Joe Jobscan

Seattle, WA | (206) 555-5555 joe-jobscan@example.com | linkedin.com/in/joe-jobscan-123

## **Job Objective**

Job Objective is the type of job that you want.

Your Job Objective should be:

- Specific
- Match the job for which you are applying

**Example:** To further my experience and knowledge in the field of electronics and warehouse.

# Job Objective

#### **Job Objective**

A few sentences that relates to the position for which you're applying.

## **Skills Summary**

A Skills Summary highlights the education, experience, and skills that you have that are relevant to the job that you are applying for. When writing your Skills Summary you should include:

- Job specific skills such as typing, speaking another language, and/or computer knowledge.
- Transferable skills such as being dependable and paying attention to detail.
- A list of skills that relate to the job you are applying for.

# **Example of a Skill**

# Attention to detail

- Managed computerized records for four attorneys.
- Spent 100 hours preparing legal brief for Law Honors Project
- Wrote and distributed over 50 phone messages per day at law firm.

# Skills Summary

#### Skills Summary

Major Skill 1 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects or situations that utilized this skill
- Measureable results and accomplishments that back up your ability

#### Major Skill 2 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects, measureable results, and accomplishments

#### Major Skill 3 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects, measureable results, and accomplishments

## **Work Experience**

Work Experience is a list of all the jobs that you have done.

- List the most recent job first.
- Include the name and location of each employer.
- List even small jobs such as baby-sitting and grass cutting the show you are dependable and hard working.
  - Write bullet points for each job.
  - Describe your accomplishments for each job.
  - Use action verbs (hand out).
  - Use past tense for actions you did in the past and use present tense for things that you are still doing.

# Work Experience

#### **Work Experience**

Position 1, Company, Date Started - Date Ended

Position 2, Company, Date Started - Date Ended

Position 3, Company, Date Started - Date Ended

### Education

Education lists all your secondary and postsecondary education.

- List the name and location of each school.
- List the date you finished or the date you are set to finish.
- List and vocational classes (CBI).
- List other classes or projects that might help you on the job.

# Education

#### **Education**

Degree, School, Years

### Skills Resume'

When writing a Skills Resume start your resume by listing what you do well. Strongest skills first.

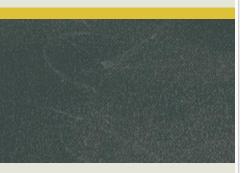
Group your skills into categories.

- Attention to detail
- Dependability
- Responsibility
- Initiative
- Communication Skills

- Problem-Solving Skills
- Sales Skills
- Customer Service Skills
- Computer Skills
- Management Skills

Create bullet points and list three or four points for each skills

- Start each bullet with an action verb
- Make sure you use paste tense for what you did in the past and present tense for what you are doing now.



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#### Work Experience

Position 1, Company, Date Started - Date Ended

Position 2, Company, Date Started - Date Ended

Position 3, Company, Date Started - Date Ended

#### Education

Degree, School, Years



### One last thing..... Make sure your resume is perfect.

- Is the information correct?
- Is the information your best?
- Spelling (spell-check)
- Grammar
- Punctuation

- Ask a friend or relative to look it over
- Use black ink on white paper
- Make sure that it is easy to read
  - Page is not crowded
  - Spacing is appropriate
  - Unwrinkled

### Which resume' should I use?

Experienced workers usual use a Chronological Resume

Less experienced or younger workers typically use a Skills Resume'.

You will be creating a Skills Resume!