



Writing Your Resume'

MCCTC Career Based Intervention

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

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
3. Skills Summary
4. Work Experience
5. Education

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](https://www.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 to 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 past tense for what you did in the past and present tense for what you are doing now.

Job Objective

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Skills Summary

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Work Experience

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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!