

Institute of Sciences, Humanities & Liberal Studies

Department of Languages

Topic: Resume Building

Compiled by: Prof. Pranjal Bhatt

What is a resume?

- A résumé is one of the most important tools to assist you in getting an interview for a job.
- It brings together your education, work experience, interests, and skills into one comprehensive but brief outline for the employer to read.
- A résumé should be a good reflection of who you are, since it is the first impression a potential employer has of you, so take your time when preparing your résumé.

Writing a résumé can be a confusing and long process, but with the right guidelines you can create a résumé that does what it is made to do: catch an employer's eye. It is important to think of your résumé as your own personal sales pitch. Ask yourself, "Why should he/she hire me?" When you write your résumé keep in mind all of your experiences, education, and qualifications. Here are a few guidelines we hope will assist you in that process:

Basic Elements of a Resume

Choose the headings that best reflect your experience. Your headings do not have to come directly from this list, as it is not comprehensive.

- | | |
|--|--|
| <input type="checkbox"/> HEADING | <input type="checkbox"/> HONORS AND AWARDS |
| <input type="checkbox"/> OBJECTIVE
(optional) | <input type="checkbox"/> SKILLS /HIGHLIGHTS |
| <input type="checkbox"/> EDUCATION | <input type="checkbox"/> REFERENCES (on a separate page) |
| <input type="checkbox"/> EXPERIENCE | |

HEADING: This section of a résumé is one of the most important. It should include your name, address, email address and phone number. Make sure to let your name **STAND OUT** by using bold and enlarging the font size of your name. Use a professional email address (i.e. do not use crzychick@aol.com, starwarsfan@hotmail.com, etc.)

OBJECTIVE: The objective is a one-sentence declaration of the type of job that you are seeking. It appears beneath the heading and is as specific as possible, noting the company you are applying to, the job title you are seeking and skills you would like to use in that job. This should only be included if you can be specific about the position you are seeking. Otherwise, omit it.

EDUCATION: This section of a résumé lists all the colleges you have graduated from, along with their addresses and any degrees you have earned with the date you attained them. If you are in the process of attaining a degree, list the expected date that you will receive it. Do not list your high school unless it is of importance to the employer that you are applying to (i.e. applying to be a teacher at the same high school you graduated from).

EXPERIENCE: An experience section on a résumé can refer to paid or unpaid jobs and should include your job title, the name of your employer, city and state, followed by dates of employment. Next, summarize your contribution to the position, achievements, and/or responsibility assumed. Give numbers when applicable. Make sure to use action verbs to begin your statements (*see the action verb list in this booklet*). Use a present verb tense only when describing a current position. This should not be a job description, but instead should illustrate your accomplishments and results.

HONORS & AWARDS: This is an *optional* section of your résumé and should include scholarships and other related honors. These can be school or non-school related. Make sure to include the date you received the honor or award. For clarification it may be necessary to give short descriptions of the nature or purpose of some of the organizations, awards, honor societies or service organizations. *Only include scholarships that are based on merit, not financial need.*

SKILLS/HIGHLIGHTS : In this section you should inform the reader of any unique, relevant or necessary skills that you have but are not reflected in the other sections of your résumé. For example: foreign languages (conversational, fluent, and bilingual), computer applications, certifications, etc

REFERENCES: This section should be on a separate sheet of paper that matches the font/format of your resume and cover letter. The heading on this page should also match your resume. You should always secure the permission of anyone you choose to use as a reference before giving his/her name.

Good references might include professors, advisors or employers. Never use relatives for references. Give a copy of your resume to these references so they can speak highly of you when your potential employers speak with them. Employers might ask your references questions such as: “How reliable was this individual?” “what was it like to work with this individual?”, and “What kind of contributions did this individual make in his/her job?” Be sure to list your references in order of how well they know your qualifications and include their name, title, company, city, state, zip, phone, and email address if appropriate.

TYPES OF RESUMES

CHRONOLOGICAL RESUME: The chronological resume lists your work experience from the most recent backwards. This is the simplest of resumes, and it is a useful format if used properly. This resume format is preferred by most employers and works best when you’ve had a long, steady work history and promotions that you want to showcase.

FUNCTIONAL RESUME: The functional resume is arranged around your skills and abilities. For example, if you are strong in communication skills, under that major heading you would list a variety of supportive experiences from different jobs, school or volunteer situations. This format is sometimes used by those with little or no work experience, or those who are career changers.

COMBINATION RESUME: The combination resume combines elements of chronological and functional resume to improve the clarity or presentation of a resume. For example, if you have a good work history that supports your current job objective, you could start with a skills section that supports the skills needed in the job you want, then include a shorter work experience.

RESUME LANGUAGE, FORMATTING, AND TIPS

Resume language is distinct in that it utilizes action verbs and is very direct. Remember, you are trying to communicate all your best selling attributes in a small space. Use powerful words to try and accurately reflect the assets that you would bring to a job. When formatting, remember there is no one absolute format. Create a format that best represents you. A few formatting rules apply:

- Margins can be as small as .5 inches
- Font can be 10pt if necessary
- You should always include a cover letter with your resume
- Do not use the word “I”
- Use few abbreviations
- Do use capitalization to highlight job titles
- Do use bullet points to emphasize job descriptions
- Always use action verbs in job description

11 SIGNS OF A GREAT RESUME

1. TARGETED: Employers want to know exactly what you can do for them. Whenever possible, target each resume to each job. Vague and general resumes that cover many possible job options will not get noticed. While you may qualify for several different positions, it is better to create a different resume for each job and incorporate only the information pertinent to that job description. This will alleviate the tendency to crowd your resume with too much non-related information.

2. CONSISTENT: This is important when sending a paper version of your resume to employers. The look of your resume should be eye catching, not distracting. Be consistent with spacing and margins, allow for lots of white space and borders, and emphasize your important points with font and text styles such as: italics, capitals, underlining, boldface, indentation, and bullets.

3. WELL WRITTEN: Descriptive action verbs-such as *established, implemented, created, and streamlined*- add power to your sentences. It is crucial to start each sentence with an action verb (refer to the list of cluster works.)

4. CONCISE: Employers scan resumes and decide in less than 30 seconds if they want to look more closely at what you offer. Edit with care and delete information that isn't relevant. If you are submitting a paper version, one-page resumes work best.

5 . SUMMARIZED QUALIFICATIONS: This is one of the most important parts of your resume. The “Job Objective” or “Summary of Qualifications” section powerfully illustrates your top selling points. This is an ideal way to get noticed- fast.

6. SELF-PROMOTING: Make sure to show your accomplishments, skills, and abilities. Employers want to see proof that you can do the job. Be sure to demonstrate the result of your experience and how others benefited from these results. You can effectively achieve this by including evidence of your productivity by noting any cost or time savings, and mentioning innovations, changes, or actions that show you produced results.

7. ACCURATE: List your skills, qualifications, and experiences in as positive a manner as possible-but do not exaggerate or misstate the truth. Be sure your job responsibilities are adequately described by your job title, and indicate the true level of your abilities. Exaggerating your skills will not do you any good!

8. .ABBREVIATION FREE: Avoid abbreviated words on your resume. It looks sloppy and many abbreviations are not universally accepted.

9 .NO PERSONAL INFORMATION: Including any personal data such as age or height, is seen as unprofessional. Employers must be careful not to violate any discrimination laws, and most organizations prefer that you don't include it.

10 .GRAMATICALLY CORRECT: Review your resume and have someone else read your resume as well. This is the single most important thing you can do once you have written your resume. Mistakes of any kind are extremely annoying to employers and also the fastest way to get your resume into the rejection pile. Spelling mistakes and typos suggest the poor quality of work they can expect from you.

11. GOOD PAPER: If you are submitting a paper version of your resume, use a computer and print it with a laser printer to give it a sharp, professional look. Conservative white, light tan, or light gray are generally acceptable colors. Dark or creative colors are acceptable only for artistic resumes (i.e. graphic design areas). Also, never send out a resume that is obviously a copy

12. CHRONOLOGICAL RESUME-SAMPLE

Matthew Taylor	2912 Hawthorne Place Corona, Ca (965) 564-8975 mathewtaylor@yahoo.com
EDUCATION	
Norco College-Riverside Community College District <i>Major Preparation</i>	Norco, Ca
Riverside Community College <i>Associates of Arts: Social & Behavioral Sciences</i>	Riverside, Ca 2007
Norco High School <i>High School Diploma</i>	Norco, Ca 2005
EXPERIENCE	
CVS Pharmacy <i>Store Manager</i>	Corona, Ca January 2009 - Present
<ul style="list-style-type: none"> • Train and manage up to 20 probationary employees and achieved significant improvements in their productivity • Train employees for cashier duties which include: cash, check and credit card transactions • Supervise 50 employees, scheduled work hours, resolved conflicts, and determined salaries • Provide customer service on a daily basis • File, answer phones, and provide various office duties as needed • Structure and implement professional growth and awareness workshops to employees 	
Edna's Cafe <i>Cashier</i>	Riverside, Ca October 2004 - October 2008
<ul style="list-style-type: none"> • Informed customers of daily specials. • Explained how various menu items were prepared, describing ingredients and cooking methods • Stocked service areas with supplies such as coffee, food, tableware, and linens • Performed food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee • Filled salt, pepper, sugar, cream, condiment, and napkin containers • Escorted customers to their tables • Described and recommended menu items to customers 	
HIGHLIGHTS	
<ul style="list-style-type: none"> • Work well in a high pressure environment • Strong background in all phases of conflict resolution • Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success • MAC and PC literate • Proficient in MS Word, Excel, Access, PowerPoint and Publisher 	

