

Finding Your Future – Guidelines

FindingYourFuture.com RÉSUMÉ WRITING

Writing a résumé is one of the toughest parts of applying for a job. What format to use, what words to say, what information do you need? There are simple steps to a good résumé. Follow these instructions for your résumé and the task will be simpler.

Important Points:

- * Most résumés have 20 seconds to impress the reader. Make sure their eyes go to the most important information.
- * Keep the résumé to one page (unless you have 20 years experience), references can be on a second page
- * Just the Facts – The résumé is a fact document, keep it brief and to the point
- * NEVER use the word I on a résumé. Your e-mail address must be professional, do not use slang, profanity or cutesy names
- * Know who you are writing the résumé for.
 - If the résumé is for a job, then you want to put your abilities first
 - If the résumé is for scholarship then you want to put your education and academic successes first
- * The most important information needs to be at the top and the bottom
 - Use the middle for verification of the facts
- * Format can make or break the résumé.
 - Keep it simple and eye appealing
 - Avoid too much graphics
 - Be consistent with your format, especially with indentations and tabs keep things in straight lines
 - Use bold, italic, underlining and capital letters to highlight the really important headings and information
 - Center the résumé on the page both vertically and horizontally
 - Font size should never be smaller than 10, to add space the blank lines between categories can be 5 or 6 font
- * Résumé for College, Scholarships or Educational Programs
 - Start with Education History, including unique classes you have taken
 - Special achievements should follow, then academic awards, school activities, community activities, employment, volunteer activities, profile or strengths and references.
 - Use two or three bullets to describe activities (remember this is a brief glimpse of who you are)
- * Résumé for Employment
 - Start out with Highlight of Qualifications, think about the skills or expertise the employer is looking for, then address it in your qualifications
 - When recording your Employment History include job tasks that are needed for the new job or similar responsibilities for the new job
 - Relevant Skills is a good way to address the more involved job duties that makes you an excellent candidate for the job
- * Profile or Strengths
 - This is an area that is also hard to put down. I recommend using this category when there is something else you want the employer to know about you or to reinforce your strengths

RÉSUMÉ SAMPLES

(Sample Employment Résumé)

STERLING B. CITIZEN

P.O. Box 123, Utopia, AK 99645

(123) 444-9513

sbc2005@hotmail.com

Objective: To obtain challenging employment

Education: Utopia High School (123) 444-9876

Box 6048, Utopia, AK 99645

Graduation: Spring 2005

Special Courses: Journalism, Honors Speech, Technology Applications I

Skills/Abilities:

Writing:

Journalism class at Utopia High School

Currently writing articles for local paper

Leadership:

Student Council Freshman through Senior Year, Senior Class President

Stage Managed for the Utopia High production of Romeo and Juliet

Communication:

Student representative at district leadership conference

Participated in numerous theatre productions as actor and set design

Childcare:

Supervised two children aged seven and nine at various times

Baby-sit regularly for three children aged eight, three, and seven months

Worked in a kindergarten classroom helping the children with their work

Computers:

Technology Applications class at Utopia High School, which includes the basics of Microsoft Word, Excel, PowerPoint, and Access

Information Technology class at Utopia High School

Quick learner on new programs and skills

Personal Information:

Reliable: School attendance outstanding

Hard Working: Stage Managed along with playing a role in the production

Dedicated: Member of the Student Council for over four years

Accomplishment: 200+ community service work hours

Accepts Challenges: 4 years on the Utopia High Soccer Team

Hobbies: Writing, reading, swimming

References Upon Request

HEIGH A. CHIEVER

Alaska 99999

1234 Brilliant Way, Utopia,

(123) 444-4567 Email: smart@hotmail.com

- Objective:** To explore educational and employment opportunities
- Education:** Utopia High School, Utopia, Alaska Graduation: Spring, 2004 GPA – 4.0
Special Achievement: Class Ranking – 1 of 197, Merit Diploma
Special Courses: Honors: History, Social Studies, English, Science
Advanced Placement: Calculus I, Biology, English
Spanish I & II, Electronics, Physics, Independent Study – Astronomy
Matanuska-Susitna College, Utopia, Alaska
Calculus II, III
- Outstanding Achievement:** U.S. Presidential Scholar, Alaska 2004
Recognized by the U.S. Department of Education as 1 of 121 Student Scholars in the United States and Abroad for Outstanding Academics and Community Service
- Academic Awards:** Alaska State Legislature, Achievement in Education Award, 2004
British Petroleum Principals' and Commissioner's Scholarship, 2004
Who's Who Among American High School Students, 2004
National Honor Society, 2003 – 2004, Treasurer
Math Student of the Year, 2002
- Activities & Awards:** Utopia High School
Science Olympiad, 1998 – 2004
Accomplishments: Gold Medals – 8, Silver – 8, Bronze – 6
Spirit of Science Recognition, 2004
Symphonic and Jazz Bands, Alto Saxophone and Piano, 2000 – 2004
State Solo Ensemble Music Festival Championship, 2001, 2003, 2004
Mat-Su District Honor Band, 2001, 2003, 2004
University of Alaska, Fairbanks - Jazz Festival Honor Band, 2004
Louis Armstrong Jazz Musician Award, 2004
Cross-Country Running, 2002, 2003
- Community Activities:** *Community Jazz Band*, "Just Playin' Jazz", 2003 – 2004
Mat-Su College Community Band, 1st Alto Saxophone, 2000 - 2001
- Employment:** *Dolly K. Madison, O.D., LLC* September, 2001 – Present Utopia, Alaska
Computer Consultant
- Developed Excel spreadsheet to improve office efficiency
 - Trained office staff on use of computer and Excel spreadsheets
 - Implemented record scanning system, storage and retrieval procedures
 - Purchase and maintenance of office computer systems
- Volunteer Activities:** *Special Santa Program* December, 2003 Utopia, Alaska
Coordinator of Special Santa Christmas Bike Drive
- Developed procedures for a community-wide bike drive for children in need
 - Coordinated information, volunteers, and advertising for bike collection
 - Restored and repaired used bikes to be given as presents
- Buser Elementary School* January, 2003 – May, 2003 Utopia, Alaska
- Developed an inventory of the school computers
 - Maintenance and troubleshooting of school computers
 - Advised students in the production of a weekly school-wide news broadcast and digital movie
- Profile:** Highly Motivated Leadership Skills Performs Well Under Stress
Multi-Tasking Abilities Sense of Humor Strong Problem Solving Skills
Creative and Innovative Conscientious Willing to Go Above and Beyond

(This is a good format for listing references, especially if you need a second page.)

References for:

HEIGH A. CHIEVER

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Mari Jo Parks, Career Guidance Specialist

Finding Your Future
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future@mtaonline.net

Johnny B. Good, Director

Fun House Club
P.O. Box 987
Utopia, AK 99999
(123) 444-7890

Susan M. Ford, Owner

My Money Motors
567 Easy Way
Utopia, AK 99999
(123) 444-4567