

Family Economics & Financial Education

DEVELOPING A RÉSUMÉ

Level I

A resume is a personal summary of one's background, experience, and accomplishments. A good resume will vary depending upon personal strengths as well as the type of job being applied for. A resume is a marketing tool in which you are the product and the employer is the buyer. The employer, on average, will look at a resume for only **20 seconds**, so make those seconds count. The resume must interest the employer enough to call you for an interview.

There are many categories of information that can be included in a resume. Below is a list of these categories, but keep in mind that most individuals will not put all of these categories into their resume, but instead will use only those that are most relative to the job being applied for.

Heading - required

A **heading** includes the name, address, phone number, and an e-mail address of the individual. A current and permanent address should be included if both exist. The phone number listed should have voice mail or an answering machine with a professional message on it. Headings should be included in all resumes.

Objective - optional

An **objective** clearly describes the position one would like to attain. Objectives are optional and are not necessary for the sought position. An objective should contain three characteristics: the job type, the industry, and the geographical area. An example objective is: A retail management position in the Seattle area.

Education - required

Educational background is the history of a person's education, with the most recent educational experience listed first. Include degree (Associate of Science, Bachelor of Science, Bachelor of Arts) received or sought, institution attended, date of graduation or an expected date (with month and year only), minors and concentrations, special workshops or coursework that relate to the job being applied for, and a grade point average (GPA) if it is higher than 3.0.

Experience - required

Work experience should describe work responsibilities at each job. Identify the most applicable work experiences and fully describe them. List jobs in reverse chronological order including the position held, name and location of the organization, and dates of employment including the month and the year. Remember, experience comes in many forms, consider including part-time, seasonal jobs, and internships. For example, a person who was a summer camp leader could describe this work experiences as: Supervised activities for 200 campers.

Skills - optional

Special skills are skills related specifically to the desired job. An individual should write one line statements that clearly describe how he/she used and developed that skill in the past. Skills can include knowledge of software, foreign languages, leadership, teamwork, etc. An example of a special skill could be: Proficient with all Microsoft programs and Adobe packages.

Honors, Awards, Activities & Volunteer Service - optional

Honors, awards, activities, and volunteer work may also be mentioned particularly if the activities relate to the position sought. Any leadership roles should be mentioned because these skills can be very valuable to employers. Specific dates of each honor or activity should also be listed. An example of an activity is: Received 1st place at the State Music Fest in an octet performance for 250 people.

References - required

References should be available as an attachment, but not listed on the actual resume. A section titled "References" with the phrase "References Available upon Request" should be written on the bottom of the resume. The actual references should then be listed on a separate page in a list format that the potential employer may request. Three to five references are adequate and should include the name of the person, their job title, an address, phone number, and e-mail address where they can be reached. Be sure to ask permission from the individuals before submitting their names to potential employers.

INFORMATION TO NOT INCLUDE IN A RESUME

There is some information that should not be included on a resume. A resume should not include personal information such as:

- Weight
- Height
- Social Security number
- Birth date
- Marital status
- Photographs
- Salary histories
- Reasons for leaving past jobs
- Hobbies, activities, and memberships *not* related to the job being applied for

How a Resume Should Look

- 8 ½ x 11" cotton bond paper either off white or on colored paper depending on the industry of the job
- Minimum margins of ¾"
- One to two pages in length
- Neat and easy to read
- Have heading, education, experience, and references sections (in that order);
 - Skills can be listed before or after education.
 - Activities, honors, volunteer services can be listed after experience before references;
- Free of staples and folds

General Tips

- Be honest - do not stretch the truth
- Never list exact dates, just month and year
- Never list the date your resume was created; it will appear out of date if it is more than a few months old
- Do not use "I statements" such as: I can type 60 words per minute instead, use action words and statements instead such as: Skilled in typing 60 words per minute
- Use acronyms only after defining them.

HOW TO USE ACTION WORDS AND STATEMENTS

Action words are used to emphasize responsibilities related to work experiences. Action words bring life to tasks performed and communicate those skills to a potential employer. Using action words tells the potential employer how the potential employee contributed to a task.

Action statements are short statements that get to the point and describe a task or work experience using action words. Action

statements should include numbers or quantities of the item described. For example: Created 15 different publicity posters for the Pep Club. This statement is far clearer than just saying: Created publicity posters for the Pep club. Instead of saying managed people in daily tasks and operations, one could be more specific and say managed five people in daily tasks and operations. Action statements are not followed with a period.

Example action statements related to high school extra-curricular activities:

Clubs:

- Conducted weekly meetings, utilizing parliamentary Procedure.

Part-Time Job:

- Assisted in training three new employees

Farm-Hand:

- Managed and maintained the feed for 100 animals

Sports:

- Communicated effectively with 35 football teammates

COMMON ACTION WORDS

accommodated **achieved** *applied* **assisted** BUDGETED chaired *combined* COMPARED
 cooperatively **created** *decided* **delivered** developed *earned* effectively
 experienced explored executed established educated **encouraged**
evaluated formed **gathered** **guided** illustrated IMPLEMENTED **improved** **increased**
learned **maintained** **managed** **marketed** *observed* OPERATED ordered
 organized **participated** persuaded played provided programmed
performed **presented** received responded *scheduled* solved supplied
 selected SKILLED **succeeded** supervised *taught* UTILIZED VALIDATED