

## CREATING THE EFFECTIVE RESUME

**What is a Resume?** A resume is a one page summary of your skills, education, and experience. The resume acts much like an advertisement for a company trying to sell something. The resume is your advertisement. Just as a sneaker company spends countless hours (and millions of dollars) designing their latest advertising campaign, you too must spend a good deal of time creating, proofreading, editing, and **perfecting** your resume. A resume is one of the most important pieces of writing you will ever create. A solid resume is the key that will open the door to good jobs. Don't cheat yourself...work hard on it.

**How long do employers typically look at a resume?**

- A. Less than 30 seconds
- B. 3 Minutes
- C. 1 Minute

If you answered “A”, you are correct. Employers often receive hundreds of resumes for a single position. They do not have time to pour over every word on each one. This increases the importance of the smallest details.

**What should be included in a resume?** Not all resumes are the same, but there are some common elements that they all should include. The necessary elements are:

**Heading** - Your heading should include the essential personal information. Your formal name (not nickname) should appear at the top and it should stand out above all else on the paper. You want them to remember who you are in less than 30 seconds. Also include your address (both permanent and temporary) and phone number. If you use email, include your email address.

**Objective** - (Also called “Career Objective”) Employers often say this is the most important part of a resume. It is generally a one sentence explanation of the type of job you are seeking. Your objective should be fairly specific. If you are applying for different types of jobs, change your objective to match each type of job. If you are uncertain about the specific positions available, note your areas of interest.

**Education** - As students, this should be your next section of information. If you are in college, you only need to include college because it is assumed that you have graduated from high school. For the same reason, high school students should not include information from junior high/middle school. You should specify the dates of attendance or graduation (or expected graduation). As a college student, include your major and the degree you expect to receive. Some people include education-related honors in this section. If your education is particularly relevant to a job, you may want to include a section titled “Relevant Courses.” In this category, you can list classes that might contribute to your employability.

**Experience** - (Also called "Work Experience" or "Employment Experience") In this section, you should include previous employers, their locations, your dates of employment, and your job title. You may have to create a job title if you did not have one. You should include at least two one-line descriptions of what your job duties and responsibilities were. You can not assume that the job title explains what you did to all readers. Use action verbs to start each of these descriptions. Do not use "I" in descriptions.

**Activities** - Employers like to see people who have been involved in school or community activities. In this section, list special activities you participated in (prom committee) and organizations you joined (drama club, baseball team, etc.). Include the years in which you participated. Be aware, however, that some employers may eventually view this information as irrelevant. As high school students, this should not be a concern.

*Summary of Skills* - Some people use this section to include special skills or talents that are not

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included elsewhere on the resume, but would be relevant to the employer. Some possibilities are:

- Type 60 words per minute
- Fluent in French

*References* – Although it is common practice to put “References Available Upon Request” at the bottom of a resume, most career advisors say it is unnecessary. However, there is nothing wrong with taking a nicely printed list of personal references with you to an interview. You should have 2 - 3 people who have observed your work habits (employers, teachers, coaches, etc.) and 2 - 3 people who can speak about your character. Make sure you have asked their permission to include them as references. Only ask people who will speak well of you. Create a separate list of references including their names, addresses, employers, job titles, and phone numbers. It is best to list work numbers since some people don’t appreciate calls at home. You know an employer is interested when they request a list of references.

**How do I set up a resume?** Your resume should be divided into distinct sections. The italicized words above are typical section headings. Do not label the heading section. Headings should stand out as boldfaced, larger text. Employers tend to have certain headings that interest them most. Make it easy for them to find them. Here are some suggested headers:

*Major Headers (to be used in almost all resumes):* Objective, Education, Employment History/Work Experience, School Activities.

*Minor Headers (to be used if appropriate):* Computer Experience, Associations, Certifications, Community Activities, Highlights of Qualifications, Honors/Awards, Interests and Hobbies, Projects, Relevant Courses, Summary of Qualifications, Volunteer Experience.

**Should items be arranged in any particular order?** Yes! You want your resume to be coherently organized. There are two distinct types of resumes. Most young people utilize a **Chronological Format**. The chronological style is exactly what it sounds like: It follows your work history backward from your current job, listing employers, dates, and job responsibilities. This is the format that you would most likely use if you are new to the workforce and have limited experience. Frequent job changes and work instability show up dramatically with this format. For someone who has held many jobs, the **Functional Format** is more useful. A functional resume is created without employment dates or company names. This format concentrates on skills and responsibilities and is more likely to be used after you have developed your career skills and have accomplishments to your credit.

**Should I place Education above Experience or vice versa?** Most high school and college students include the Education section directly after the objective. However, if you have experience that relates directly to the job you are applying for, you should place the Experience section above Education.

**How important is the format?** The importance of the format lies in its consistency. There is no one best resume format. Remember to stick to one format. It shows off your organizational abilities.

**Should I use complete sentences when describing jobs?** Not usually. Use action phrases instead. Leave out unnecessary words. Try to match your skills and experience with the employer's needs

**Do the looks of a resume matter?** Absolutely! When sending a resume to an employer or college, don’t skip. Use white or off-white professional weight paper and black ink. Avoid using colored paper or fancy graphics in your resume unless the job you are applying for is in a career area that might stress this type of formatting (art, graphic design, advertising, etc.) Always print resumes using a quality laser printer.

## RESUME TIPS AND SUGGESTIONS

1. Final hiring decisions are rarely based solely upon the resume. The resume is your advertisement (just like the Nike swoosh or McDonald's arches) that will get you an interview. The resume should be a concise, factual, and positive listing of your education, employment history, and accomplishments.
2. Make sure your resume is **PERFECT!** It only takes one error in spelling, punctuation, or grammar to cause an employer to stop reading. Ask people to proofread your resume. Go over it with a fine tooth comb.
3. Limit your resume to one page. Only people with a great deal of related experience should have resumes longer than one page.
4. One inch margins around the page and blank lines between sections will make all the information easier to read. Use a 10-point font size minimum and avoid overuse of italics, bold, and underlining.
5. Since you probably have little work experience, you will want to emphasize your accomplishments in and out of the classroom. Volunteer activities, hobbies, sports, honor roll, and student organizations are things that help define who you are and should be highlighted. List only recent honors and awards unless they are specifically relevant to the position for which you are applying.
6. Present your job objective in a manner that relates both to the company and the job description.
7. **Sell yourself!** Create a good first impression by highlighting skills and abilities appropriate to the position. If you don't sell yourself, your resume will stay in the pile with all of the others. Separate yourself!
8. Tell the truth and nothing but the truth! Employers will pick up on "little" white lies when they interview you.
9. Choose your words carefully. In a resume, you need to sound positive and confident, neither too aggressive nor overly modest. Do not use "I." Each description of your responsibilities should begin with a verb. The following words and phrases are intended as suggestions for thinking about your experience and abilities:

accomplish; achieve; analyze; adapt; balance; collaborate; coordinate; communicate; compile; conduct; contribute; complete; create; delegate direct; establish; expand; improve; implement; invent; increase; initiate; instruct; lead; organize; participate; perform; present; propose; reorganize; research; set up; supervise; support; train; travel; work (effectively, with others)

For more action verbs, refer to the list of *Action Verbs to Strengthen Your Vocabulary*.

## ACTION VERBS TO STRENGTHEN YOUR RESUME

### DECISION MAKING

ACCEPT  
ACTIVATE  
APPROVE  
AUTHORIZE  
DECIDE  
RENDER  
REQUIRED  
SOLVE  
TERMINATE  
TEST

### MANAGEMENT

ADJUDICATE  
ANALYZE  
ANTICIPATE  
APPROVE  
DIRECT  
ESTABLISH  
EVALUATE  
EXECUTE  
MANAGE  
MEET  
ORGANIZE  
PLAN

### CHANGES

ACTIVATE  
COMPARE  
CREATE  
DESIGN  
ESTABLISH  
IMPROVE  
MAKE  
MODIFY  
STIMULATE  
UPGRADE

### PERSONNEL

APPRAISE  
DISCHARGE  
EMPLOY  
HANDLE  
INTERVIEW  
PROMOTE  
RECRUIT  
SCREEN  
SEEK  
SELECT  
TRAIN  
TRANSFER

### SUPERVISION

ADHERE  
ASSESS  
ASSIGN  
COUNSEL  
DEFINE  
DELEGATE  
DEMONSTRATE  
DEVELOP  
ENCOURAGE  
EXERCISE  
FOSTER  
MANAGE  
MEET  
PARTICIPATE  
REPORT  
REQUEST  
SUPERVISE

### ADMINISTRATION

ADMINISTER  
ENGAGE  
FURNISH  
INSURE  
JUSTIFY  
PROCESS  
PROCURE  
PURCHASE  
RECEIVE  
RECLAIM  
REJECT  
REQUISITION  
SECURE  
SHIP  
STORE  
SUPPLY

### RESEARCH

ANALYZE  
COMPILE  
DEFINE  
DETERMINE  
DEVELOP  
EVALUATE  
IDENTIFY  
INVESTIGATE  
PREPARE  
PROPOSE  
RECOMMEND  
RESEARCH  
REVIEW  
SUBMIT

### PLANNING & CONTROL

ACQUIRE  
ALLOCATE  
ASSUME  
CONTROL  
EXTEND  
FORECAST  
FORMULATE  
MEASURE  
MONITOR  
PLAN  
PROGRESS  
SCHEDULE

### HELPING

ARRANGE  
ASSIST  
CONTRIBUTE  
COUNSEL  
GIVE  
GUIDE  
INITIATE  
SERVE  
SOLVE

### PERSONNEL

APPRAISE  
DISCHARGE  
EMPLOY  
HANDLE  
INTERVIEW  
PROMOTE  
RECRUIT  
SCREEN  
SEEK  
SELECT  
TRAIN  
TRANSFER

### COMMUNICATION

CONTACT  
CRITIQUE  
DECLARE  
DISPLAY  
INFORM  
INTERPRET  
ISSUE  
SPEAK  
TESTIFY  
WRITE

### EXTERNAL ACTIVITIES

COOPERATE  
COORDINATE  
NEGOTIATE  
PUBLICIZE  
REPRESENT  
STRENGTHEN

Excerpted from ACAP (Aroostook County Action Program) Workforce Development Center Resume

### Transferable Skills

For lists of transferable skills that you may be able to apply to your resume, check these sites:

- [http://www.dwd.state.wi.us/dwd/publications/223e\\_28a.htm](http://www.dwd.state.wi.us/dwd/publications/223e_28a.htm)
- [http://www.quintcareers.com/transferable\\_skills\\_set.html](http://www.quintcareers.com/transferable_skills_set.html)
- <http://www.placementmanual.com/career/career-11.html>
- [http://www.d.umn.edu/student/loon/car/self/career\\_transfer\\_survey.html](http://www.d.umn.edu/student/loon/car/self/career_transfer_survey.html)

**BIG RED**  
1234 Street Address Lane  
Sugar Land, TX 77498  
281-123-4567  
[big.red@email.com](mailto:big.red@email.com)

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#### ACADEMIC PROFILE

*Section not required. If you do have a profile sections you will want to make sure that the sentences are well constructed and highly you in a positive manner. Section should be one to two sentences long about who you are, what you can do, and what you want to do in the future [or in college].*

#### AREAS OF STRENGTH AND EXPERTISE

- **List your skills ex:**
  - **C++**
  - **Type 100 WPM**
  - **Bilingual: English & Spanish**
  - **Experienced writer**
  - **JAVA**
  - **MOS Certified**
- 

#### EDUCATION

**Foundations Plus Endorsements High School Diploma**, STEM Endorsement, *Dulles High School*, 2018  
GPA: Only if 3.5 or above on 4.0 scale ACT: only if 30 or above SAT: only if 1350 or above

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#### CLUBS & ORGANIZATIONS

- National Honor Society – Dulles HS*** 2016-Present
- Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.
  - Required to maintain a high level of academic success to stay in “good standing” with the organization
- Newspaper Staff Member – Dulles HS*** 2014-Present
- Features editor of campus newspaper, responsible for award-winning design (2017- present)
  - Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy. (2014-2017)
- Yearbook Committee Member – Dulles HS*** 2014-Present
- Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product. (2017-present)
  - Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars. (2014-2017)
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#### COMMUNITY SERVICE

- Big Brothers/ Big Sisters – Houston, Texas*** 2016-2017
- Assisted with and participated in group activities and field trips.
  - Monitored youth during activities.
  - Tutored ages 8-13 and assisted with homework assignments.
- Texas School for the Blind – Houston, Texas*** 2015-2016
- Read literary masterpieces into a tape recorder for use by the community.
  - Assisted with volunteer office duties.
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#### WORK EXPERIENCE

- Lifeguard, Sugar Land Country Club – Sugar Land, Texas*** Summer 2016 & Summer 2017
- Monitored swimming areas for rule violations and drowning victims.
  - Assisted in maintaining pool facilities and recreation areas surrounding pool areas.
  - Supervised entertainment activities sponsored by country club.
  - Worked assigned shifts at check-in and concession stand.

- Attended training courses and maintained CPR certification.
- Taught summer swimming classes and received outstanding student evaluations.

***Intern, Hawkins, Robins, Warbler and Finch, Attorneys at Law – Sugar Land, Texas***

Summer 2015

- Picked-up and delivered catering and supplies for luncheons and corporate functions.
- In-house mail delivery and sorting.
- In-house document delivery.
- Office supply pick-up for local merchants.
- Assisted clerk in the law library.
- Delivered documents to and from the courthouse and other law offices.

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**HONORS & AWARDS**

***FBISD Academic Excellence Award***

2014-2017

*Academic achievement award for students who maintain at least a 4.7/6.0 GPA and do not earn a grade less than a 75 during the previous school year.*

***U.S. Media Association Scholarship Recipient***

2017

Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.

***Best High School Newspaper Design Winner***

2015

Central State Regional Communications Contest, sponsored by the Communications Department, State University