



## WHAT IS A RESUME?

A resume is a one-page summary of your education, skills, accomplishments, and experience.

## WHY DO I NEED A RESUME?

To educate a potential employer about your skills and qualifications so you can be considered for a position you are seeking.

## HOW TO PREPARE A SUCCESSFUL RESUME

Review, summarize, and present your experiences and achievements on one page. Outline your achievements briefly and concisely. This is your first tool to sell yourself to an employer!

## KEYS TO PREPARING A GREAT RESUME

- A. Limit your resume to a single page
- B. Essentials that must be on your resume:
  - Name, address, and phone number
    - ❖ This should be at the top of your resume in an eye-catching font & style
  - Job objective (clearly tells an employer the sort of work you are hoping to do)
  - Education & training
    - ❖ Most recent educational information is listed first
    - ❖ Include your diploma/degree information
    - ❖ Add your GPA if higher than a 3.0
    - ❖ Mention academic honors
  - Skills & experience (both employment & volunteer)
    - ❖ Include title of position, name of company, city, state, and dates of employment
    - ❖ Describe your work responsibilities using action words with emphasis on specific skills and achievements
- C. Some things you might like to add
  - E-mail address (if it does not take away from professional tone of resume)
  - Summary of qualifications (special skills & abilities that will be useful to the position for which you are applying)
  - Outside interests that show that you are a well-rounded person (NOT “hanging out with my friends”)
  - Awards and honors
  - Professional and social organizations
  - References (or, your resume can state, “References available upon request”)

### Here Are Some Great Action Words

Achieved	Demonstrated	Generated	Overhauled	Solved
Acquired	Designed	Implemented	Performed	Scheduled
Administered	Determined	Improved	Planned	Simplified
Analyzed	Developed	Informed	Prepared	Solved
Applied	Devised	Issued	Presented	Taught
Arranged	Directed	Launched	Promoted	Tested
Calculated	Discovered	Lectured	Provided	Updated
Classified	Enforced	Managed	Recommended	Used
Collaborated	Established	Motivated	Reorganized	Utilized
Completed	Evaluated	Obtained	Researched	
Computed	Formulated	Operated	Reviewed	
Coordinated	Founded	Organized	Revised	
Created	Gathered	Originated	Selected	

### RESUME PRESENTATION POINTS

- Use 8 ½ by 11” white or off-white paper
- Print on one side of the paper
- Use a font size of 10 to 14 points
- Use only one type face throughout the resume (non-decorative typeface should be used)
- Do not use graphics or pictures
- Your resume should be pleasing to the eye

◆ Jennifer Johnson ◆  
2666 Bartlett Rd., Midland, MI 48642  
(989) 555-5555

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## Objective

Seeking an office assistant position in a global, forward-thinking organization

## Office Skills

- ◆ Proficient using Microsoft Office including Word, Excel, and PowerPoint
- ◆ Excellent communication skills
- ◆ Detail and goal oriented
- ◆ Enjoy working as part of a team
- ◆ Hard working, conscientious

## Education

- ◆ ABC Beauty Academy, 123 Alphabet St., Midland, MI  
Expected Graduation Date: June 2007  
Training includes: facials, hairdressing, hair coloring, sanitation and safety, manicures, and more
- ◆ H. H. Dow High School, 3901 N. Saginaw Rd., Midland, MI  
Expected Graduation Date: June 2007  
Related classes: computer applications, keyboarding, counseling assistant, reading/writing for the workplace, child development  
Extra-curricular activities: cheerleading, 4-H, Girl Scouts

## Work Experience

- ◆ H. H. Dow High School, Midland, MI August 2006 to Present  
Counseling Assistant (Receive 5 credits per semester for this position)  
Duties: Write and deliver student passes, answer the telephone, schedule student appointments, greet students, and more
- ◆ Adams Elementary School, Midland, MI November 2005 to March 2006  
Teacher Assistant as part of Child Development Class  
Duties: Interact with children, clerical tasks, and preparation of crafts projects
- ◆ Siebert Elementary School, Midland, MI November 2005 to March 2006  
Child Aide as part of Child Development Class  
Duties: Tutor students in English and Math, records management

## Volunteer Experience

- ◆ Santa House helper through Midland Area Community Foundation December 2005
- ◆ Helped make quilts for church mission project
- ◆ 4-H Silver Award Project: Raised funds for new 4-H books for new members

## References

- ◆ Mary Jones, Receiving Manager, Bounders Restaurant, Midland, MI (989) 444-4444
- ◆ Lucy Parkdale, Teacher and Coach, H. H. Dow High School, Midland, MI (989) 333-3333
- ◆ Julie Longview, Midland, MI (989) 666-6666

# Edward Pellisier

3522 Alameda Blvd.  
Apartment 10  
Whittier, CA 90604  
(213) 112-3654

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## Objective

An entry-level position utilizing my drafting, graphics, and computer capabilities

## Skills

- ◆ Complete computer literacy – experienced in a variety of spreadsheet and word processing programs.
- ◆ Two years of precision drafting in mechanical drawing.
- ◆ Graphic arts skills applicable to offset press operations.
- ◆ Excellent office management skills: customer service, document writing and production, telephone etiquette, and filing.

## Education

La Serna High School, Whittier, CA Expected Graduation Date: June 2007  
Related courses: Three years of English, three years of math, keyboarding, computer applications, CAD I & II, Print Tech I

## Work Experience

Billy Bob's Burgerama, La Habra, CA Dates of Employment: May 2005 – Present  
Responsibilities: Customer service, cash handling, communications, and light cleaning

El Pollo Rojo, Whittier, CA Dates of Employment: April 2004 – May 2005  
Responsibilities: Customer service, cash handling, food preparation, and light cleaning

## Volunteer Experience

Los Angeles County Care Facility Dates of Volunteer: June 2004 – Present  
Visit and play games with residents one afternoon each month.

Junipero Desert Dude Ranch Dates of Volunteer: July 2003  
Helped disabled young children horseback ride for an entire day.

## References

Furnished upon request.

Resume No. 2
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# Brittany Grey

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Madison, WI 53908  
(555) 727-8888  
[greybrit@compX.net](mailto:greybrit@compX.net)

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## **OBJECTIVE**

Seeking an office position for the summer that will continue as part-time employment during the school year.

## **WORK EXPERIENCE**

**Insurance-R-Us, Madison, WI**

*Data Entry Position* June – August 2000

- ◆ Accurately entered data in technical database to keep records up-to-date
- ◆ Efficiently and politely answered company's incoming telephone lines

## **EDUCATION**

**James Madison High School, Madison, WI**

Expected graduation date: June 2007

Related classes: three years of math, three years of English, keyboarding, computer applications, office procedures business math, accounting

## **OFFICE SKILLS**

- ◆ Keyboarding (55 words per minute)
- ◆ Ten-key adding machine (75 strokes per minute)
- ◆ Effective telephone communication skills
- ◆ Strong writing skills
- ◆ Business communications training
- ◆ Business systems training

## **COMPUTER SKILLS**

- ◆ Microsoft Word, Excel, and PowerPoint

## **FOREIGN LANGUAGE**

- ◆ Fluent German

## **HIGH SCHOOL ACTIVITIES**

- ◆ Peer tutor in language arts
- ◆ Rally squad, junior varsity basketball
- ◆ Social events program committee
- ◆ Library assistant
- ◆ School newspaper editorial committee

## **REFERENCES**

Mr. James Baynes, Business Instructor, James Madison High School,  
Madison, WI (819) 913-5376

Ms. Pam Wilson, Counselor, James Madison High School, Madison, WI  
(819) 913-9872

Mr. Ronald Wilcox, Manager, ABC Auto Sales, Middletown, WI  
(819) 943-8970