RÉSUMÉS

An effective résumé focuses on the organization to which you are applying. Therefore, rule #1 is: Select personal details that display your particular skills and achievements for that job.

When you are applying for positions in different companies or for different jobs, you must modify your résumé slightly to fit each one. Because potential employers are likely to take only a short time to look at your résumé, they need to see the information that is relevant for them. And they need to see it easily and quickly. Employers will rarely search a résumé for an applications strong points. They why you should:

☑ Use a format that is visually appealing and uncluttered.

☑ Avoid overloading your résumé with too much information.

☑ Use headings and bullets for emphasis and clarity.

☑ Use only one page, if possible.

Action Verbs to Use in Your Résumé

To help the prospective employer see you as an active worker with much to contribute, use action verbs such as the following:

act
adapt
administer
advise analyze
assess build
calculate
catalog
compile
complete
conduct
coordinate
create
decide
define
demonstrate
design
develop
direct
distribute
edit
establish
evaluate
examine
forecast

generate
get
govern guide
handle
head
hire
implement
improve
increase
initiate
install
integrate
maintain
manage
market
modify
monitor
motivate
negotiate
obtain
operate
order
organize
oversee
perform

persuade
plan prepare
present
process
produce
program
promote
provide raise
recommend
recruit
reorganize
represent
revise
schedule
select
sell
send
speak
supervise
survey
train transmit
update
write

Sections of the Résumé

The order of the sections will depend on what is appropriate to the job you are seeking. The name of the section might vary according to the content.

For example, if you haven't had much work experience but have other experience you want to highlight, such as being treasurer of an organization or doing publicity work for a local group, use "Experience" rather than "Work Experience." If you submit a résumé through the World Wide Web, section names may be set by the company or job listing service.

Name
Generally, you should use your full name rather than initials or a nickname.

Address
Include a current and permanent addresses if they are different so that your prospective employer can contact you at either place. Include phone numbers, dates that you will be at both addresses, and other contact information such as a cell phone number, e-mail address, or Web page address. Include your Web page only if it is professional in appearance and does not include personal pictures or other features that you don't want a prospective employer to view.

MARK DANIEL KANE

Current Work Address	**Permanent Address**
521 Quadrangle	1523 Elmwood Drive
Savannah, GA 31409	Nobleton, IN 46623
(912) 555-1211	(765) 555-8789; fax (765) 555-4527
cell: (912) 398-0000	cell: (765) 427-1111
mdkane@gmail.com	mdkane@gmail.com
(Until May 15, 2006)	(After May 15, 2006

Career Objective

Not all résumés include a career objective, but if you do have one, it can be labeled "Career Objective," "Objective," "Professional Objective," or the like. It is placed immediately below your name and address and contains one to three lines of text describing the position you are applying for and summarizing your main qualifications. Some writers choose sentence format; others use descriptive phrases with minimal punctuation. Follow these guidelines:

Guidelines for Writing Your Career Objective

☑   Tie the objective directly to the job you want; also tie in skills you have acquired, your education, and your activities to this job. Leave out any info that does not relate to this specific job.

☑   Include the job title you seek and the skills you can offer. The rest of your résumé proves that you have the necessary skills, education, and experience.

☑   Do not emphasize what you want from the job ("to learn" or "to gain experience"). Instead emphasize what you can do for the company.

☑   Be specific. The most common problem is being too vague or too general.

Too General: A position utilizing my skills and experience in communication.

More Specific: A position as an assistant editor allowing me to use my skills as researcher, copyeditor, and feature writer.

Education

This is a major section since you are a student. Include the following:

- Names of colleges attended
- Degrees and graduation dates (month and year)
- Major, minor, or specialization
- Grade point average (optional). Include your GPA first, then a slash, and then the highest possible GPA at the school. Or you can indicate your major and then your overall GPA.

> GPA: 3.7/4.0

Arrange the information in the order of whichever aspect you want to emphasize, the college or the degree.

ITT Technical Training Institute
Bachelor of Science, May 200X
Major: Computer Programming; GPA: 3.7/4.0

(or)

Bachelor of Science in Computer Programming, May 200X, ITT Technical Training Institute, GPA: 3.7/4.0

You may want to list some upper-level courses you've taken that are particularly significant to the job you are applying for, or you might list special courses that are different from those everyone in your major must take. Use a specific heading such as "Advanced Programming Courses" rather than a vague "Significant Courses." If appropriate, indicate programming languages you know and software you can use.

Under the heading "Special Projects," you can highlight unique features of your education that make you stand out from other applicants. Describe special projects you have completed, reports you have written, or conferences you have attended. Briefly give the most important details.

Work Experience or Experiences

Before deciding how to arrange and present this information, make a list of the following items:

- Job titles, places worked, locations, and dates. Include part-time, temporary, and volunteer work as well as cooperative programs and internships.

- Duties you performed and skills you acquired.

You can organize this information as a functional/skills or chronological resume (see below). Use action verbs in this section after each bullet point.

Service Supervisor

Savannah Computers, Savannah, Georgia, Summer 2004

- Supervised assistants performing routine maintenance.

- Researched parts and labor costs.

- Performed diagnosis and repair on hard drives.

Skills

Not all résumés include a skills section, but this is a useful way to emphasize skills you've acquired from various jobs and activities. List the following:

- Jobs, club activities, projects, special offices or responsibilities.

- Skills you have developed from these experiences. For example, as president of a club, you led meetings, delegated responsibilities, and coordinated activities.

Group your skills under three to five categories that relate to the job you are seeking, as described in your goal or career statement, and use those categories as your headings.

Activities or College Activities

This section demonstrates your leadership and involvement and can include activities, honors, and official positions or responsibilities you have had. You may need to explain in a phrase or two what various organizations are because prospective employers will probably not be familiar with the fact that the Tomahawk Club is an honorary service organization on your campus or that Alpha Gamma Alpha is a first-year honors council at your school.

References

It is advisable to be selective about who gets a copy of your list of references. Therefore, you should write "References available on request" on your résumé. List the names of your references on a separate sheet, with addresses (including e-mail) and phone numbers. You can mail or fax the list if the potential employer asks for it. Be sure that you have first asked each person you wish to list whether he or she will serve as a reference.

Résumé Styles

There are two basic approaches for organizing a résumé: by date and by skills.

Reverse Chronological Résumé

This résumé presents your educational background, starting with the most recent degree, followed by work experience, beginning with the most recent job. List the address (city and state) of the employer and dates of employment, and include a description of your duties, responsibilities, and acquired skills. This type of résumé highlights your current job and employer. (See example)

Skills Résumé

This résumé emphasizes your skills and abilities gained through jobs, experiences, and activities and allows you to relate them to the job you want. Arrange the skills from the most to the least relevant. If appropriate, include the name and location of companies and dates of employment. This approach is particularly appropriate when the skills you've acquired are more impressive than the jobs you've had or when you want to highlight a significant skill acquired from different experiences and jobs. (See example.)

Many applicants combine both types of résumés by beginning with skills and then listing employment and educational history.

Résumé Checklist

☑ **Organization.** Put the most important sections first. For example, is your work experience more important than your education? Are your college activities more important than your past jobs?

☑ **Visual appeal.** Use white space and lists to make your resume visually appealing and easy to read. Highlight your headings with different kinds of type, underlining, boldface, capital letters, and indenting to show your organizing abilities. But don't clutter by using too many different fonts or types of headings.

☑ **Parallel headings.** Be sure your headings and lists are in parallel form.

☑ **Length.** Many companies prefer one-page résumés, but length may vary according to your field and career objective.

☑ **Uniqueness.** Your goal is not to make your r6sumL6 like all the others in the pile; instead, highlight your unique capabilities.