



PREPARING FOR YOUR CAREER

Writing a Resume

Lesson 1. Introduction to Resumes

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The Importance of a Resume

- Needs to be well organized.
- Must be easy to read & to the point.
- Employers generally spend 10-15 seconds scanning a single resume.
- Tells how you fit the position & why you are the best candidate for the job.

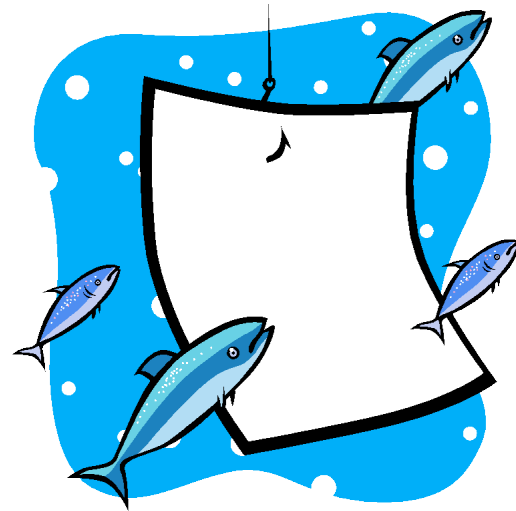


**A clearly written resume
is KEY to getting an
interview and landing
your dream job!**



The Purpose of a Resume

- A resume is the bait that gets you in the door for an interview.



**A bad resume can prevent
you from getting the
interview.**

**If there is no interview,
there's no chance of
getting the job!**



Customize Resume

- Most effective resumes are **customized** to a specific job title.
- Research both the **position** & the **company**.
 - Helps you determine the essential skills they want
 - Helps you determine what you need to know in order to be qualified to do the job.
- **Customize** your resume based on what the employer stated as the job requirements.
- Do **NOT** exaggerate or lie on a resume.
- Employers will expect you to be able to do everything you say you can do!



Resume First Impression

- Resume is more than a list of jobs.
- It is the first contact with the employer.
- Resume tells employer about you.
- Lets them know what type of employee you are.
- Gives an idea about the quality of work you will produce.





PREPARING FOR YOUR CAREER

Writing a Resume

Lesson 2. Resume Formats

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Selecting a Resume Format

Selecting a resume format is a critical for success.

There are three common formats:

- o Chronological Format
- o Functional Format
- o Combination Format



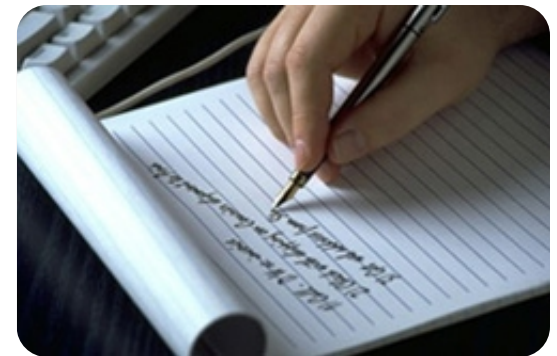
No single format is right for everyone.

Choosing a format depends on...

- your career objectives
- whether or not you have experience in that area
- whether or not you are looking for your first job

Common Resume Formats

- **Chronological** formatted resume highlights your work experience.
 - Start with most recent position and list past work experience in date order.
- **Functional** resume, or skills-based resume, highlights skills and accomplishments rather than work experience.
- Combine the Chronological and Functional Formats to create the **Combination** format.



Common Resume Formats

- **Chronological** formatted resume highlights your work experience.
 - Start with most recent position & list past work experience in date order.



Chronological Format

In a **chronological** format:

- Most used resume format.
- Arranged in date order by employment history.
- List current job first with description of responsibilities & continue in date order.
- Shows career progression & highlights increased responsibility & experience.
- Best for individuals with little experience.
- Use this format if you want to highlight relevant skills that support career objective.



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Chronological
Example

Career Objective:

Seeking entry-level position as a line operator in the chemical processing industry.

Personal Attributes:

Reliable – show up on time.

Honest and trustworthy – handle responsibility to get the job done.

Good attitude – willing to do whatever it takes to accomplish the job.

Dedicated – hard worker who is eager to learn.

Work Experience: Jobs are listed in Chronological Order

Handyman for Hire –2005-06

Worked as a part-time handyman for hire for commercial and residential clients.

Cleaned up construction sites.

Painted interior and exterior walls.

Raked leaves and mowed lawns.

Quick Burger – 2004-05

Worked part-time as a server and grill cook for fast food restaurant.

Cooked and prepared burgers.

Took customer orders.

Processed customer cash and charge payments.

Cleaned grill and counter area.

Smith's Grocery – 2002-04

Worked part-time after school bagging groceries and stocking shelves.

Education:

Jackson State University – Attended two years studying general business.

National Career Readiness Certificate – Silver Level

Common Resume Formats

- **Functional** resume, or skills-based resume, highlights skills & accomplishments rather than work experience.



Functional Format

- **Functional** resume also known as a **Skills-Based** resume focuses on:
 - Relevant skills
 - Accomplishments
 - Experiences for a specific job opening.
- Cites specific relevant examples as proof of abilities & qualifications.
- Use if...
 - You do not have direct experience in area of position
 - You have relevant transferable skills.



Career Objective

Seeking challenging supervisory position in finance and accounting.

Qualifications Summary

Customer service professional with more than three years of accounting experience. Self-motivated; able to implement decisions and set effective priorities to achieve both immediate and long-term goals. Developed interpersonal skills, having dealt with a diversity of professionals, clients, and staff members. Trustworthy, ethical and discreet, committed to superior customer service. Detail-oriented and resourceful in completing projects; able to multi-task effectively. Capabilities include:

- | | | |
|--------------------------------|-------------------------------|-------------------------|
| •Customer Service & Relations | •Accounts Payable/ Receivable | •General Accounting |
| •Manage Budgets | •Filing & Data Archiving | •Telephone Reception |
| •Extensive Computer Experience | •Supervisory Skills | •Problem Solving Skills |

Relevant Skills & Accomplishments

Finance & Accounting

- Prepare, monitor, and maintain computerized accounts payables and receivables system.
- Verify accuracy of purchase orders and invoices.
- Implemented a billing system to manage relations with clients, resulting in a 15% increase in new client acquisition.
- Generate income statements, balance sheets, general ledger, checks and reports; enter payable vouchers; received/deposited checks.
- Maintain \$10,000 petty cash fund and \$15,000 travel budget.

Supervisory Skills

- Supervise receptionist duties on a daily basis.
- Hired, trained and developed receptionist
- *Customer Service & Relations*
- Investigate and resolve customer complaints.
- Coordinate clients' problem resolution with co-workers and supervisors.
- Demonstrated ability to make quick and accurate decisions.
- Received letters of commendation for exceptional customer service skills.

Employment History

Customer Service Representative, Smith & Hughes, Tampa, FL

Accounting Clerk, Dr. Robert Jones, M.D., Tampa, FL

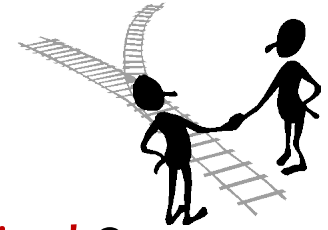
Education

University of South Florida, Bachelor's Degree in Business

National Career Readiness Certificate – Gold Level

Functional
Example

Combination Format



- **Combination Format** is combination of *Chronological* & *Functional* Formats to bring attention to most relevant information to meet employer's needs.
- **Chronological-Combination Resume:**
 - Keeps the date order Employment History section
 - Highlight skills, accomplishments & experiences in a Summary of Qualifications.
- **Functional-Combination Resume:**
 - Present skills, accomplishments & experiences in Summary of Qualifications
 - Incorporates Employment History with chronological list of past positions

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OBJECTIVE

To obtain a position where I can utilize my management, customer service and quality control experience in the manufacturing industry.

SUMMARY OF QUALIFICATIONS

Results-oriented, hands-on professional, with a successful record of accomplishments in the manufacturing and logistics industries.

Major strengths include proven leadership skills, excellent communication skills, supervisory skills including human resource management and other administrative tasks. Thorough knowledge of current manufacturing and logistics practices with a clear vision to accomplish company goals.

PROFESSIONAL ACCOMPLISHMENTS

- Facilitated educational projects to ensure safety regulations and OSHA compliance. Reduced accident rate by 80%.
- Established a new personnel program for hiring, training and motivating new employees which reduced turnover by 40%.
- Provided daily operational review/quality control of manufacturing processes as it relates to imposed government regulatory requirements increasing company profitability by 20%.
- Developed a new maintenance program, including streamlined forms and records, which saved the company \$50,000 annually.

WORK HISTORY

Operations Manager, UA Manufacturing, Portland, OR: 2000 - Present

Transportation Manager, Cross America Transport, Portland, OR: 1995 - 2000

Property Manager, Martin Development, Inc., Portland, OR: 1993- 1995

EDUCATION

Bachelor's Degree in Business Administration, University of Oregon

National Career Readiness Certificate – Gold Level

