

PUT YOUR RESUME TOGETHER

MARKET YOURSELF

You may not realize the value of taking the time to develop a resume that best reflects you, your skills and abilities. “Do I really need a resume to get the job?” you might ask. The answer is “yes”.

To develop a more effective resume, you need to look at it from the employer’s perspective. Employers view your resume as a marketing tool. Your resume is your marketing tool to promote your product ... you. It is your personal advertisement. You have something to sell ... your time, energy, experience, education, skills and abilities. The primary use of resumes is to help the employer decide with whom to interview. Your goal is to have a resume that will help you survive the first “cut” and get your foot in the door.

Should something this important be “cranked out” at the last minute, when your resume is required to proceed in your job search? No.... don’t procrastinate. A resume requires a great deal of thought and preparation.

Keep in mind as you fill out the worksheet, that you have much more to offer than just previous work experience. Think of knowledge, skills and abilities developed in experiences that relate to your job objective. Some of the attributes most frequently mentioned by top corporate recruiters are: ability to communicate, self-confidence, responsibility, initiative, leadership, flexibility and computer skills.

Take your worksheet and put together a professional resume that will market you! Select a format and list the appropriate headings. You’re on your way to finding that career or job you are looking for!

**For additional assistance, please contact
Workforce Services at 268-8034**

Here is a list of action words you may want to refer to as you put your resume together:

ACCELERATED	ACCOMPLISHED	ACHIEVED	ACTED
ADAPTED	ADDED	ADDRESSED	ADMINISTERED
ADVANCED	ADVISED	ALLOCATED	ANALYZED
APPRAISED	ADVISED	ARRANGED	ASSEMBLED
ASSIGNED	ASSISTED	ATTAINED	AUDITED
AUTHORED	AUTOMATED	BALANCED	BROADENED
BUDGETED	BUILT	CALCULATED	CATALOGUED
CHAired	CHANGED	CLARIFIED	CLASSIFIED
COACHED	COLLECTED	COMPILED	COMPLETED
COMPOSED	COMPUTED	CONCEIVED	CONCEPTUALIZED
CONDUCTED	CONFERRED	CONFRONTED	CONSOLIDATED
CONSTRUCTED	CONTRACTED	CONTRIBUTED	CONTROLLED
CONVERTED	COORDINATED	CORRESPONDED	COUNSELED
CREATED	CRITIQUED	CUT	DECIDED
DECREASED	DELEGATED	DELIVERED	DEMONSTRATED
DERIVED	DESIGNED	DETERMINED	DEVELOPED
DEvised	DIRECTED	DISPATCHED	DISPENSED
DISPLAYED	DISTINGUISHED	DISTRIBUTED	DIVERSIFIED
DOUBLED	DRAFTED	DRAMATIZED	EARNED
EDITED	EDUCATED	EFFECTED	ELIMINATED
ENABLED	ENCOURAGED	ENGINEERED	ENLISTED
ESTABLISHED	ESTIMATED	EVALUATED	EXAMINED
EXECUTED	EXHIBITED	EXPANDED	EXPEDITED
EXPLAINED	EXPRESSED	EXTRACTED	FABRICATED
FACILITATED	FAMILIARIZED	FASHIONED	FOCUSED
FORECASTED	FORMULATED	FOUNDED	GAINED
GENERATED	GUIDED	HALVED	HANDLED
IDENTIFIED	ILLUSTRATED	IMAGINED	IMPLEMENTED
IMPROVED	INCREASED	INDOCTRINATED	INFLUENCED
INFORMED	INITIATED	INNOVATED	INSPECTED
INSTALLED	INSTITUTED	INSTRUCTED	INTEGRATED
INTERPRETED	INTERVIEWED	INTRODUCED	INVENTED
INVESTIGATED	LAUNCHED	LECTURED	LED
LOCATED	MADE	MAINTAINED	MANAGED
MARKETED	MEASURED	MEDIATED	MODERATED
MONITORED	MOTIVATED	NARRATED	NEGOTIATED
OPERATED	ORGANIZED	ORIGINATED	OVERHAULED
OVERSAW	PARTICIPATED	PERFORMED	PERSUADED
PINPOINTED	PLANNED	PREDICTED	PREPARED
PRESENTED	PRIORITIZED	PROCESSED	PRODUCED
PROGRAMMED	PROJECTED	PROMOTED	PROPOSED
PROVIDED	PUBLICIZED	PUBLISHED	PURCHASED
RAISED	REALIZED	RECOMMENDED	RECONCILED
RECORDED	RECRUITED	REDESIGNED	REDUCED
REFERRED	REGULATED	REHABILITATED	REINFORCED
REMODELED	REORGANIZED	REPAIRED	REPRESENTED
RESEARCHED	RESOLVED	RESTORED	RESTRUCTURED
RETRIEVED	REVAMPED	REVERSED	REVIEWED
REVISED	REVITALIZED	SAVED	SCHEDULED
SCREENED	SELECTED	SERVED	SERVICED
SHAPED	SIMPLIFIED	SKETCHED	SOLD
SOLIDIFIED	SOLVED	SPARKED	SPOKE
SPECIFIED	STAFFED	STARTED	STIMULATED
STRATEGIZED	STREAMLINED	STRENGTHENED	STRESSED
STRETCHED	STRUCTURED	SUCCEEDED	SUMMARIZED
SUPERVISED	SURVEYED	SYSTEMIZED	TABULATED
TAUGHT	TESTED	TRACED	TRACKED
TRAINED	TRANSFERRED	TRANSFORMED	TRANSLATED
TRAVELED	TRIMMED	TURNED	UNCOVERED
UNIFIED	UPDATED	UPGRADED	UTILIZED
VALIDATED	VERIFIED	VISUALIZED	WELCOMED
WIDENED	WON	WORKED	WROTE

Resume Worksheet Completing Instructions

Fill in as much information as possible on the following worksheet. You may not need to use all of it, but it will help you know as much about yourself as possible when you begin your resume.

1) CAREER OBJECTIVE:

What type of position are you seeking? **BE SPECIFIC** when writing your objective. Whatever you do, don't write an objective that is so broad and general that it tells the employer nothing. (For example: To gain a position that will further expand my knowledge in the field of computer technology.) The objective needs to tell the employer you are looking for the position for which you are applying.

Example Objective:

- ❖ A management position in the banking industry. Open to relocation.
- ❖ A project development position in the insurance industry located in the Chicago area.
- ❖ Position as an Electronics Technician in the Central Illinois area.

2) SKILLS/QUALIFICATIONS SUMMARY

Here, you list three to five bulleted statements highlighting your best skills/qualities. The summary section should provide support for your objective. It tells the employer why you are qualified for the position you seek, and gives the reader reason to keep reading.

3) EDUCATION

Simply fill in the blanks with pertinent information. **If you had course work that pertains to your current objective, list it as well.**

4) WORK EXPERIENCE

Begin listing your most recent employment/job first (reverse chronological order). As you list your responsibilities and accomplishments, use action verbs and quantify them when possible. Keep in mind the transferable skills that fit with your current objective.

5) VOLUNTEER EXPERIENCE/ COMMUNITY INVOLVEMENT/ INTERESTS AND ACTIVITIES

Community involvement and personal interests may fit in with your objective. List those that are applicable in reverse chronological order.

6) MEMBERSHIPS/ ACCOMPLISHMENTS/ AWARDS

Again, list those that are applicable in reverse chronological order

7) ADDITIONAL SKILLS

List computer, language and additional skills that may be applicable.

8) REFERENCES

References should always be typed on a separate page.

RESUME WORKSHEET

Name
Address
City, State, Zip
Phone
E-mail

1) Career Objective:

2) Strengths/Highlights of Skills/Qualifications (3-5):

-
-
-
-
-

3) Education: (List most recent first)

School:

City, State:

Dates attended:

Degree/Certificate earned or pursuing:

Coursework emphasis:

School:

City, State:

Dates attended:

Degree/Certificate earned or pursuing:

Coursework emphasis:

4) Work Experience: (Most recent job first)

Company:

City, State:

Dates:

Job Title:

Responsibilities:

Company:
City, State:
Dates:
Job Title:
Responsibilities:

Company:
City, State:
Dates:
Job Title:
Responsibilities:

5) **Volunteer Experience /Community Involvement/Interests and Activities**

Organization:
City, State:
Dates:
Job Title:
Responsibilities:

6) **Memberships/Accomplishments/Awards:**

7) **Additional Skills:** (Computer, Warehouse/Factory Machines, Office Equipment, Foreign Language, Other

8) **References:**

Name
Job Title
Company
Address
City, State, Zip
Phone

Name
Job Title
Company
Address
City, State, Zip,
Phone

Name
Job Title
Company
Address
City, State, Zip
Phone

Name
Job Title
Company
Address
City, State, Zip
Phone

Resume Checklist

- One page only, unless you have significant experience to warrant additional pages
- If a second page is needed, top of page two includes name and text begins with a new entry
- Times Roman or other Serif font, 10 point to 12 point
- No more than two font types used
- Quality bond paper, 8 x 11 inches
- Contact information, including e-mail address if applicable, is clearly listed
- Objective is focused and stated clearly
- Three to five top skills supporting the objective are listed and emphasized with bullets
- List GPA if over 3.0
- Most notable accomplishments are listed in experience section, described using action verbs and quantified when possible
- Organized with most relevant categories listed first and irrelevant information eliminated
- Industry buzzwords/keywords are included
- Indentations and bullets are uniform and used to add emphasis and eye appeal
- No personal data
- No potentially discriminatory data (sex, marital status, age, etc.)
- No use of the personal pronoun "I"
- Overall appearance looks neat, clean and professional with adequate white space on top, bottom, sides and between entries
- Checked twice for errors and read aloud
- Resume checked by at least one other person
- Bottom Line: Does the resume tell the reader what kind of position the applicant is seeking and why he/she is worth a closer look?