



Building a Resume

PURPOSE – What is a resume?

Your resume is a brief summary of your skills, experience, education and activities. It introduces you to a potential employer with the intent of getting you to the next stage: *the interview*. Your resume is your personal marketing tool, so it's crucial that its format, content and appearance represent you to your best advantage.

PREPARE – What kinds of information should be gathered?

Personal Assessment - Who are you?

- The type of work you enjoy
- Your strongest skills (see “Skills Inventory” in this document)
- Type of industry and position that interest you
- Assess your strengths and weaknesses
- Describe major accomplishments and contributions you have achieved in school/work/other
- List long and short term goals

Job/Industry Assessment – Who are they?

- The type of position for which you are applying
- List skills and education required for the job
- Describe the work environment and/or culture of the industry
- An overview of the particular industry

WRITE – What are the key elements?

Heading: Your name, address, phone number and email address should be the first items listed on your resume. It is best to use your legal name or the name that is on your school records. Your name should stand out on the page. In most cases, use your current address. You may also include a permanent address if you know you will be moving soon. Your phone number is extremely important because an employer must be able to reach you.

Career Objective (optional): A brief statement indicating the position you are seeking, field of interest or skills you wish to use. It should be clearly defined and concise. An example might be “Entry-level case management position for a residential treatment agency.” Or, “Laboratory Assistant for a biotechnology firm using my analytical and research skills.” You might choose to use a “Summary of Qualifications” in place of an objective statement.

Education: For most new college graduates, education should be next, as you are most likely using your degree as a basic requirement for a position. Identify the name of your school with city and state, degree, date of graduation and major/minor. Include your cumulative GPA if it is 3.0 or higher. You may also include your major GPA. Coursework, research projects and/or honors papers may also be listed under education, especially if

there are particular highlights you want to emphasize or if you have little relevant work experience. You may list the college from which you transferred, but are not required to do so. With few exceptions, do not mention high school. **Honors** are usually listed in the education section; this includes scholarships, awards, honorary organizations, Dean's List, etc.

Example: BA, Lewis & Clark College, Portland, OR, Expected May 2010
Environmental Studies Major and Psychology Minor; GPA 3.5
Attended Sustainable Environment Conference, Vancouver, BC, 2008
East Africa: Kenya and Tanzania, A Cultural Studies Program, 2008

Experience: ALL experience is important (work, internships, volunteer). Do not discount any experience that you have had. List your work experience in reverse chronological order, with your current position first. If you are currently employed, write in the present tense; write about former positions in the past tense.

List position, name of organization, location and dates of employment (months are not necessary). Site specific examples of your duties, with an emphasis on skills and accomplishments as they relate to the position for which you are applying. Use action verbs (see "ACTION VERBS" in this document) to begin each statement of experience, using either -ing or -ed endings (be consistent and use only one). You may include your achievements and the results of your actions, quantifying where possible. It is not necessary to list all of your jobs; you can choose those that are most relevant to the position or your career objective.

Example: Teacher's Aide/Educational Liaison Intern
West Women's and Children's Shelter, Portland, OR, 2007-2008

- Supervised ten residents during classroom activities and breaks.
- Interacted effectively with at-risk adolescents, individually and in small groups up to eight.
- Collaborated with staff and school personnel to determine corrective measures for problems.
- Modeled appropriate problem solving behavior to increase residents' social skills.

Skills: This section can also be entitled "Related Professional Skills." If your skills in a particular category are substantial, you may want to format the section like the experience section with a description of what you did. Otherwise, a listing is usually sufficient.

Example: Computer Literacy: MS Word, Power Point (Mac and PC)
Internet: HTML publishing, email marketing
Languages: Fluent in Spanish and Proficient in French

Interests: Include interests if they are complementary to your career goals or if they are very unusual (not general like sports or travel).

References: No need to include "References Available Upon Request." This is a given. Create a reference page with your name and contact information on it. For each reference include: Name, Title, Organization, Address, Telephone, and how you know the individual. Always verify with the individual *before* you list him or her as a reference.

PERFECT – How will it look?

Your resume should look professional in every way – format, printing and paper. If your resume is not visually appealing, employers will not take the time to look at it!

Format: Resumes come in the following three, generally accepted, formats:

- **CHRONOLOGICAL** – This resume is a listing of your work experience and educational history in reverse chronological order. It tends to be used by individuals who are entering the job market, as well as those who are changing jobs within a career field.
- **FUNCTIONAL** – This resume organizes your experience according to specific skills or functions. It is appropriate for the individual who is changing careers or for a person who is reentering the work force after a period of absence.
- **COMBINATION** – This resume merges elements of the Chronological and Functional approaches. Both the job changer and the career changer can use this format to present capabilities and transferable skills combined with work experience.

Printing: Your resume should always be in the process of development. Make full use of a computer in creating your resume. The combination of a good word processing package and a laser printer can result in an excellent looking resume that is easy to produce and revise, yet reasonable in cost. You can then copy your original on to good quality paper for minimal cost.

Paper: Select quality paper for your resume (e.g. 80 pound linen). You may want to buy a sheet of several different papers and test print your resume to see how it will look. The most popular colors are white, off-white, or light gray. In addition to the paper your resume is copied on, you will need matching paper for cover letters and matching envelopes.

Analysis/	Evaluated	Screened	Cooperated
Problem Solving	Examined	Scanned	Enlisted
Abstracted	Identified	Solved	Facilitated
Analyzed	Interviewed	Studied	Fostered
Appraised	Investigated	Summarized	Helped
Assessed	Judged	Surveyed	Participated
Briefed	Maintained	Synthesized	Referred
Clarified	Mapped	Verified	Served Strengthened
Compared	Monitored	Visualized	Supported
Computed	Observed		Sustained
Correlated	Perceived	Assistance	
Critiqued	Ranked	Advised	Communication
Debated	Read	Assisted	Addressed
Defined	Reasoned	Bolstered	Advertised
Determined	Related	Collaborated	Answered
Diagnosed	Researched	Contributed	Briefed Communicated
Dissected	Reviewed	Consulted	Corresponded

Debated	Modified	Reduced	Stimulated
Explained	Originated	Restored	Strengthened
Expressed	Perceived	Stimulated	Substituted
Facilitated	Performed	Strengthened	Supported
Interpreted	Planned	Upgraded	Sustained
Interviewed	Prioritized		Taught
Lectured	Produced	Teaching and Counseling	Trained
Listened	Promoted	Adapted	Validated
Narrated	Proposed	Advised	
Prepared	Recommended	Advocated	Operations
Presented	Reduced	Aided	Adjusted
Publicized	Restored	Assessed	Adapted
Recorded	Refined	Assisted	Bolstered
Responded	Revamped	Bolstered	Clarified
Spoke	Set	Briefed	Corrected
Wrote	Shaped	Cared	Eliminated
	Simplified	Charged	Expedited
Creation and Development	Solved	Clarified	Facilitated
Acted	Styled	Coached	Fixed
Adapted	Streamlined	Comforted	Implemented
Authored	Substituted	Communicated	Installed
Bolstered	Visualized	Conducted	Performed
Built		Consulted	Prepared
Charged	Achievement	Coordinated	Prioritized
Clarified	Advanced	Demonstrated	Produced
Composed	Assured	Educated	Programmed
Conceived	Bolstered	Empathized	Promoted
Corrected	Eliminated	Guided	Ran
Created	Encouraged	Helped	Reduced
Designed	Enhanced	Implemented	Repaired
Developed	Expanded	Improved	Serviced
Devised	Facilitated	Influenced	Set
Discovered	Fostered	Informed	Transported
Drafted	Generated	Inspired	Upheld
Eliminated	Guaranteed	Interpreted	Used
Established	Identified	Investigated	Utilized
Expanded	Improved	Observed	
Expedited	Increased	Perceived	Negotiation
Initiated	Inspired	Persuaded	Advised
Innovated	Mastered	Restored	Advocated
Instituted	Maximized	Saved	Arbitrated
Integrated	Motivated	Shared	Bargained
Introduced	Obtained	Solved	Expedited
Invented	Overcame	Spoke	Facilitated
Launched	Promoted		Lobbied

Mediated	Streamlined	Supervision and	Set
Merged	Structured	Management	Supervised
Motivated	Synthesized	Administered	Taught
Negotiated	Systemized	Allocated	Trained
Persuaded	Updated	Approved	
Promoted		Arranged	
Reconciled	Service	Assigned	
Solved	Assisted	Authorized	
	Attended	Bolstered	
Organization	Cared	Coached	
Accumulated	Catered	Conducted	
Assembled	Delivered	Decided	
Built	Entertained	Delegated	
Catalogued	Facilitated	Directed	
Clarified	Furnished	Dispatched	
Classified	Listened	Distributed	
Coordinated	Maintained	Educated	
Correlated	Prepared	Encouraged	
Detailed	Procured	Enforced	
Developed	Provided	Evaluated	
Facilitated	Satisfied	Executed	
Filed	Served	Exercised	
Gathered	Supplied	Expedited	
Graphed		Facilitated	
Identified	Persuasion	Fired	
Inspected	Aided	Followed (through)	
Located	Advertised	Hired	
Maintained (records)	Auctioned	Implemented	
Mapped	Bolstered	Instructed	
Met (deadlines)	Enlisted	Led	
Methodized	Facilitated	Maintained	
Obtained	Helped	Managed	
Planned	Improved	Met (deadlines)	
Prioritized	Led	Monitored	
Processed	Maintained	Motivated	
Programmed	Motivated	Organized	
Reorganized	Negotiated	Oversaw	
Reproduced	Persuaded	Planned	
Retrieved	Promoted	Prepared	
Revamped	Purchased	Regulated	
Revised	Raised	Reinforced	
Scheduled	Recommended	Responded	
Set	Recruited	Retained	
Simplified		Reviewed	
Solved		Scheduled	