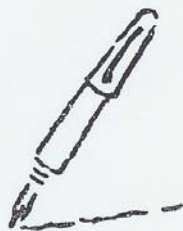


Your resume should be a well-organized profile of your qualifications for a career. Accentuate your most marketable skills and experiences. Avoid a dishonest resume. Your resume should also communicate enough information to an employer to elicit further interest. Omit personal pronouns, avoid wordiness, and don't get bogged down in details that are of no interest to potential employers.

Parts of a Resume

The resume is typically organized into sections arranged from most important to least important. The following is a description of the parts of a resume.



Identifying Information

This should include your name, present and permanent addresses, and telephone numbers including area codes. You may want to include an e-mail address.

Professional Objective

Prepare a brief, clearly defined statement indicating the field or position in which you are interested. Your career objective represents the theme of your resume, with the remaining information supporting your goal. If you are interested in more than one career field or position, you may need to have different resumes for each professional objective.

Education

For each post-secondary degree (most recent first), list:

- Your college or university followed by your degree, major and graduation date.
- Your GPA only if it is 3.0 or better. If your GPA is less than a 3.0, you may want to identify only your major GPA.
- If you have worked during college, consider including the percentage of the college expenses you earned.
- If you do not include the following skills section, include your computer skills in this section.



Qualifications or Skills

You may want to include a section which briefly summarizes any skills or qualifications you have gained from work experience and/or extracurricular activities that relate to your professional objective (this is especially helpful if your work experience is not career related). Examples of summary statements are:

- Excellent time management skills developed through working 25 hours per week while a full time student.
- Developed leadership skills by serving as a community assistant responsible for 40 residents.
- Knowledge of WordPerfect 5.1 & 6.0, Windows 98, Microsoft Office and Lotus 1-2-3. (See also the sample resumes.)

Experience

In a consistent manner, list your work experiences in reverse chronological order (most recent first). Experiences may include full-time or part-time employment as well as summer jobs, volunteer work and internships. Follow these guidelines:

- Give the names and locations of organizations for whom you have worked. List position, title, and dates you were employed.
- If your experience is career related (and you did not include a "qualifications/skills" section), state the positive aspects of your work, i.e., accomplishments, acquired skills, and job growth. Quantify with numbers, i.e., "cash sales of \$9,000" or "supervised four clerks".

Honors and Activities

- Honors- List any honors which indicate your strong academic abilities, i.e., honorary societies, scholarships, awards and dean's list. Also include any honors related to character and/or community service.
- Activities- Employers look for well rounded individuals who involve themselves with extracurricular activities. Include both college and community activities. List offices, committees and responsibilities.

References

If you do not have space on your resume for references, it is a good idea to state, "References are available upon request" at the bottom of your resume. Create a listing of your references with work addresses and phone numbers on a second page. Always make sure that you have permission from individuals before listing them as references.



The following is a list of action words that you may want to use in your resume. These words are action-oriented and represent skill areas that you may have that would be beneficial to the prospective employer.



accomplished
accelerated
achieved
budgeted
built
calculated
charted
compiled
completed
composed
conducted
consolidated
created
delegated
delivered
demonstrated

developed
directed
discovered
distributed
earned
eliminated
established
evaluated
exhibited
expanded
expedited
explained
facilitated
formulated
generated
handled

implemented
improved
increased
initiated
instituted
launched
maintained
managed
mastered
mediated
motivated
negotiated
observed
obtained
operated
organized

participated
performed
planned
presented
processed
produced
programmed
proposed
recommended
reinforced
researched
reviewed
scheduled
supervised
strengthened
updated

Action Words

Sample Resumes

YOUR NAME

Temporary Address (until Month, Day, Year):
Street Address
City, State, Zip
Area Code/ Phone Number

Permanent Address:
Street Address
City, State, Zip
Area Code/ Phone Number

PROFESSIONAL

OBJECTIVE: Seeking an entry-level position in business management.

EDUCATION:

NAME OF SCHOOL, LOCATION OF SCHOOL
• Bachelor of Science, Business Administration, August 1999
• Emphasis: Marketing
• GPA: 3.67

STUDY ABROAD

• Semester in England

SKILLS: LEADERSHIP SKILLS

• Raised sorority's average GPA by .75 points by designing and implementing a new study program while serving as Scholarship Chairman
• Recruited 20 new volunteers in one month for Habitat for Humanity

INTERPERSONAL COMMUNICATIONS SKILLS

• Developed through serving as a mentor in the Big Brother/Big Sister Program

SALES SKILLS

• Top sales associate at Anne's Boutique in 1998

COMPUTER SKILLS

• Microsoft Windows 98 and Word, PC Tools, and Word Perfect 5.1

EMPLOYMENT

EXPERIENCE: **SALES ASSOCIATE, Anne's Boutique, Athens, GA, December 1997-May 1999**
SERVER, Starlight Cafe, Atlanta, GA, June 1997-August 1997
SALES ASSOCIATE, Tom's Bookstore, Atlanta, GA, June 1996-August 1996

HONORS: Phi Kappa Phi Honor Society
Alumni Scholarship
Dean's List 5 Semesters
Community Service Award

ACTIVITIES: Gamma Phi Beta Sorority
Scholarship Chairman
Habitat for Humanity
Big Brother/Big Sister Program
Yearbook Staff
Symphonic Band

REFERENCES: Available upon request

resume emphasizing

skills, honors
& activities

YOUR NAME

Temporary Address (until Month, Day, Year):
Street Address
City, State, Zip
Area Code/ Phone Number

Permanent Address:
Street Address
City, State, Zip
Area Code/ Phone Number

PROFESSIONAL

OBJECTIVE: Seeking an entry-level position in business management.

EDUCATION:

NAME OF SCHOOL, LOCATION OF SCHOOL
• Bachelor of Science, Business Administration, August 2000
• Emphasis: Marketing
• Financed 50% of education through summer and part-time employment.

STUDY ABROAD

• Semester in England

COMPUTER SKILLS

• Microsoft Windows 98 and Word, PC Tools, and Word Perfect 5.1

EMPLOYMENT

EXPERIENCE: **CONSULTANT, Pastro's Auto Restoration, Wilkesburg, PA, May 1998-Present**
• Converted manual record keeping systems to a computerized system.
• Set up database for the company which included:
- part and present client information parts and material inventory.
- automatic estimating and billing procedures
• Results: 25% decrease in costs and 40% reduction in labor time.

CARPENTER, Collins Construction Company, Morrow, PA, September 1996-May 1998

• Supervised and scheduled a crew of 3 laborers.
• Researched costs of materials and provided recommendations to employer.
- Results: 20% decrease in costs and 40% reduction in labor time.
• Prospected jobs to develop new clients. Secured over 30 new clients in a one and a half year period.

CONTRACTOR, Self-Employed, Lexburg, PA, June 1994-August 1996

• Designed and built porches, patios, and decks.
• Solicited new clients through local advertising.
• Performed all job, materials, and purchasing procedures.
• Employed two laborers.

ACTIVITIES: College and High School Golf Team
Sigma Phi Epsilon Fraternity

REFERENCES: Available upon request

resume emphasizing

employment
experience