

Guide to Preparing a Resume

What is a Resume?

A resume is typically a one-page summary of your skills; accomplishments, experiences and education. Its purpose is to capture an employer's interest so that you will be invited for an interview. The resume is an advertisement for and about you, the applicant. There are many different styles of resumes. Listed below are some guidelines for completing a resume.

Guidelines for Preparing a Resume:

Personal Information

Name- Use larger, bold font and bold type, but don't make it look too massive.

Address- Give an address at which you always will be able to receive mail.

Telephone- Give a number where you can be reached where the outgoing message is appropriate for an employer to hear.

Email- List an Email address that you check daily.

Personal Statement

It is a short description of who you are and what you are looking for.

Include passions, personal strengths or skillsets that may resonate with the employer.

Experience

List any paid or volunteer work experience starting with your job title and continuing with the business name, address, and type of business. List work duties for each job.

Education

Name the school you are currently attending. Give planned year of graduation or state current grade level. Identify any courses you're taking that may be related to the position.

Skills, Abilities and Interests

This section should grab the employer's attention and show that you have the skills and motivation to do the job. Using bullet statements, list any skill related to the position for which you are applying and any personal qualities which demonstrate that you are suited for the job. Your interests may also be reflected in this section.

Examples of skills:

Type 35 words per minute
Operate Adobe Illustrator
Write Clearly and Accurately

Examples of personal traits:

Diligent worker
Punctual at work, and school,
Motivated to do my best
Good listener and learner

References

Do not list references on your resume. Create a separate list containing information about individuals who know you well but are not family members. It should include full name, phone number, and e-mail. This list should be furnished upon employer request.