

# Resume 101





# PARTS OF A RESUME

- ❑ **Contact Information** - name, address, phone, email
- ❑ **Objective** - what is the purpose of your resume
- ❑ **Skills Summary** - Short action statements about your relevant skills (computer, foreign language, specialized, etc.)
- ❑ **Education** - Most recent education goes first, no high school
- ❑ **Experience** (paid and unpaid) - jobs, volunteer work, and internships

**Also Remember:** Grammar and Spell-Check

Do NOT use templates, use a blank Word document

Do not include anything about References

# CONTACT INFORMATION



- Your name should be bold and largest font on the resume (14-16 pts.)
- Mailing address
- Phone number with a **professional** voice message (only 1 phone #)
- Include a **professional** email address, remove the hyperlink

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# OBJECTIVE STATEMENT



*The Objective statement is a brief, clear statement about the type of employment you are seeking. An objective answers the question, “what I am seeking?”*

## ► Samples:

- Seeking an entry level position as an Administrative Assistant.
- Seeking a challenging, full-time position.
- Seeking a challenging position where my skills and education in Business will contribute to the organization's success and to my career development.
- Seeking a Registered Nurse position in a healthcare facility.

# SKILLS



- ▶ Brief listing of your skills/qualifications
- ▶ These should be short action statements focusing on the skills that are relevant to the position you are applying for!
- ▶ Begin each skill with an action verb, using each action verb only 1x during your resume

## Examples:

- ▶ Bilingual in English and Spanish
- ▶ Present strong communication skills and have positive relationships with patients and family members
- ▶ Highly motivated, dedicated, and reliable individual
- ▶ Understands the importance of confidentiality
- ▶ Knowledgeable in Microsoft Office programs
- ▶ Obtained vital signs, daily weights and blood glucose levels using finger-stick blood samples.

# EDUCATION



- ▶ Most recent education goes first
- ▶ Once you attend college you should not list high school anymore
- ▶ If you have a degree prior to QCC then you should list that one second
- ▶ Always be specific to which degree you received and when you are graduating
- ▶ Always list the degree first as this is more important than the school that you attended

**Associate Degree in Business Administration**  
Quinsigamond Community College, Worcester, MA

Expected May 2016

# EXPERIENCE



- ▶ These can be paid and unpaid experiences which are relevant to the position. Think about what you did and then consider relevant skills and outcomes
  - ▶ You should list the experience in reverse chronological order (*most recent first*)
  - ▶ Job Duties and accomplishments (bulleted format)
  - ▶ Always write your duties in short action phrases
  - ▶ Action verbs should be written in the correct verb tense (present / past)
- 
- **Job/Volunteer title in Bold**
  - Company Name, City, State
  - Dates of employment (month/year - month/year)
  - Remember outcomes as well as duties

## **Receptionist**

August 2011 - Present

UMass Memorial Hospital, Worcester, MA

- Greet incoming patients and record relevant information

# GENERAL SUGGESTIONS



- ❖ Use a standard, easy to read font (Times New Roman, Garamond, Verdana, Helvetica, Arial, etc.) between 11-12 points in size, no smaller!
- ❖ Paper margins should be no smaller than half an inch (1 - 0.5)
- ❖ Consistency is key (i.e.. tpestyle, dates, bolding)
- ❖ Your resume should be one (1) page unless you have 10+ years of experience
- ❖ If you are mailing the resume, the paper should be in the 16-25 pound range for both resume and cover letter
- ❖ If you are emailing your resume then the resume should be included as a PDF attachment and the cover letter is the body of the email





# FINAL CHECK

- ✓ Does it look professional?
- ✓ Did you use spell check?
- ✓ Have you included skills?
- ✓ Have you highlighted yourself the way you would like to be viewed?
- ✓ Is it consistent in font style and size?
- ✓ Is your contact information easily found?
- ✓ Is the information accurate? (*Never LIE on your resume!*)
- ✓ Have you read it over for grammar mistakes?
- ✓ Are there any typographical errors?
- ✓ Review, review, review!!!!!!