



Your Resume  
How to market  
your most important product -  
**YOU**



If you were selling a product that you made, would you send out sloppy brochures, with grammatical errors and tons of spelling mistakes?

*Of course not!*

You would want something that was clean, concise, and appealing something that set your product apart from the rest.

*Think of yourself as the product and develop a résumé that presents the very best YOU.*

On just one page . . .  
*Who are YOU?  
What have YOU done?  
What makes YOU special?*

The best way to present yourself is in *COMBINATION\** resume. This is used increasingly by candidates to highlight special accomplishments while giving employment history in chronological order. The combination resume also seems to be popular with employment offices. Major categories are: Skills, Work Experience, Education, Honors, and Summary.

\*You will combine a *functional (skills-based)* resume with a *chronological* résumé.

*FUNCTIONAL* — document work experience and education in chronological order, with the most recent dates first.

*CHRONOLOGICAL* — highlight your specific skills and accomplishments which have been demonstrated through specific work related achievements. Note that your skills do not necessarily have to be presented in the order in which they were accomplished; list them by order of importance as they relate to the job for which you are applying.

### **Your Resume Should Be:**

- × A concise and factual presentation of your credentials
- × Focused on your education, accomplishments, strengths, employment history and goals
- × An invaluable marketing tool
- × Your introduction to a potential employer
- × Brief, easy to read, and grammatically well-constructed

### **Why Do You Need a Resume?**

- × It helps you get an interview.
- × Employers decide who to interview based on the resumes they receive.

### **What Do You Put On Your Resume?**

- × Name, address, phone number and email address (if you have one — if you have a trendy, cute or humorous email address you should consider getting a mature, business-like address for your resume. You can get free email accounts at Yahoo or Hotmail)
- × Work history (including where you've worked, what positions you held and your duties)
- × Information on your education
- × Any awards or certificates you've received (such as honors in school or "employee of the month")
- × Any special skills you have that might interest an employer

### **What Should Your Resume Look Like?**

- × Keep it short.  
Your resume should be one page. (Sometimes it's okay to use two pages, depending on the type of job you're applying for and the employer.)
- × List most recent job first. (Put jobs or activities in order, starting with your current or most recent job and ending with the oldest job.)
- × Include basic information about each job or activity (the company or organization name, city/town and state, dates, your title, and your responsibilities).

### **How Should You Describe Your Experiences?**

- × Talk about your major accomplishments with each job or activity.
- × Make sure you list accomplishments like *"kept accurate minutes of all meetings;"* *"developed and balanced budget;"* *"recognized as Employee of the Month;"* *"handled 60 calls per day;"* and *"responsible for maintaining inventory."*
- × Use action words — see next page
- × List your awards — academic excellence, sports, clubs, etc.
- × Include other experiences — If you don't have a lot of job experience, be sure to include volunteer experiences.

### **HINTS**

- × Most employers are looking for a 1-page resume — so don't waste space on meaningless words
- × Use active rather than passive words — include words used by prospective employer or college
- × Do not use "I" or "me"

## Are you ready to begin your resume?

### **Organize and review your experiences**

- \* List of all of your activities, hobbies, jobs
- \* List of all your extracurricular activities
- \* List of all of your leadership activities
- \* List of all of your community activities
- \* List skills you have developed through your activities — include examples of how skills were developed (Managed time and resources to . . . ; Kept records of expenses and time to plan for . . . ; Used critical thinking skills to solve problems and make decisions . . . ; Worked with leaders, mentors, employers, or teachers to plan . . .)

### **As you begin to write, remember**

- \* Your resume will decide whether or not you get to the next level.
- \* You want to present a strong statement in a concise manner.
- \* Quality is more important than quantity.

### **Review your lists**

- \* Select the most important — “*quality vs. quantity.*” If you must shorten your list, include activities that you have participated in the longest. A wide variety of activities is not always a good idea, especially if you have tried things and moved on. Colleges and employers are looking for commitment.
- \* Be brief — organize and consolidate your leadership roles — combine roles when possible *e.g. Class Officer (president—12, vice president 11, secretary 10, treasurer 9)*
- \* Be sure to include awards, honors, or responsibilities *e.g. Wrestling (District Champion, Captain) Chorus (All-County, NYSMA)*
- \* Include awards, honors, or responsibilities *e.g. Altar Server (Team Leader)*

### **Highlight 2 or 3 activities**

- \* Select the activities that will separate you from others
- \* Write a brief statement about the activity—use action words

### **Education**

- \* Your school address
- \* Your anticipated year of graduation
- \* Your area of concentration (*not all schools offer this*)

### **Honors**

- \* Select the most outstanding or most unique

### **Summary**

- \* Include a statement about references

# Action Words to Use in Your Resume

addressed  
administered  
analyzed  
anticipated  
assembled  
assisted  
audited  
budgeted  
calculated  
centralized  
changed  
collaborated  
composed  
condensed  
conducted  
constructed  
contracted  
converted  
coordinated  
created  
cultivated  
demonstrated  
designed  
developed  
devised  
discovered  
doubled  
drafted  
edited  
eliminated  
enforced

established  
evaluated  
expanded  
explained  
forecasted  
formed  
founded  
generated  
guided  
hired  
implemented  
improved  
informed  
insured  
interpreted  
interviewed  
launched  
maintained  
managed  
marketed  
minimized  
motivated  
negotiated  
obtained  
operated  
organized  
originated  
oversaw  
performed  
planned  
prevented

produced  
programmed  
promoted  
provided  
publicized  
published  
recruited  
reorganized  
reported  
researched  
resolved  
reviewed  
selected  
separated  
set up  
simplified  
solved  
surveyed  
staffed  
supervise  
taught  
tested  
trained  
used