



# GETTING YOUR FIRST JOB

WRITING YOUR

# RESUME



# THE RESUME

sums up who you are in the workforce –

where you have been,  
what you have done and  
when you did it.

A young woman with dark hair, smiling and looking at a resume. The resume is partially visible, showing sections like 'Education' and 'Work Experience'.

# RESUME COMPONENTS

The principle components of a resumé are your accomplishments:

- **On the job**
- **In school**
- **At home**
- **In the community**

These should show evidence of your best attributes, like whether you are a creative thinker, problem solver, hard work or reliable.

A woman with dark hair, wearing a purple top, is smiling and looking at a resume. The resume is partially visible, showing sections like 'Education', 'Work Experience', and 'Skills'. The background is a teal color with white text.

# RESUME WRITING TIPS

## 1. Use crisp phrases starting with action verbs

- Past tense for former jobs
- Present tense for current jobs

## 2. Describe in detail rather than generalize

Baby Sat ..Provided safe and responsible child care

## 3. Structure all entries the same way

Job title, name of company, dates of employment one or more accomplishments

## 4. Work for precision - find the right word to use.

Take the time to find the right word to describe you unique attributes.

A woman with dark hair, wearing a purple top, is smiling and looking at a resume. The resume is partially visible, showing sections for 'Education' and 'Skills'. The background is a teal color with the title 'RESUME REQUIREMENTS' in large white letters.

# RESUME REQUIREMENTS

## 1. Experience

This area covers your working history. Traditionally this is in chronological order format. Start with your most recent job and work backwards. If you have a lot, you might want to leave out jobs that do not have any relevance to the job you are applying for.

## 2. Education

List your school and degrees (diplomas) earned with the order going first to the most recent .

## 3. Skills

List the job related skills you have including, computer skills and programs you know along with the types of computers you are skilled in (PC & MAC). Also list foreign language you in which you are adept and any unique abilities.

A young woman with dark hair, smiling, is holding a resume. The resume is partially visible, showing sections like 'Objective', 'Summary of Qualifications', 'Volunteer Activities', and 'Interests'.

# RESUME OPTIONAL AREAS

## 1. Objective

This is a statement of the job that you would like to obtain. Be careful because it can limit the job for which you considered.

## 2. Summary of Qualifications

Use if your resume is very short or your experience has been in different fields. Best if this can be included in the cover letter.

## 3. Volunteer Activities

This is where you can showcase the commitment to working in your community. — coaching youth soccer, teaching Sunday school, working in clean up projects, tutoring elementary students.

## 4. Interests

If you lack information for your resume, this describes hobbies and leisure activities, list only 2-4 and place at the end of the resume.



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# CHRONOLOGICAL RESUME

**OBJECTIVE:** Position as Editor of Business Publications

**SUMMARY:** Advanced editorial skills, accomplished at helping business executives express themselves more fluently, innovative at delivering books on time and within budget.

**EXPERIENCE:**  
1999 - Present

Associate Editor, BusinessFirst Press

Edit eight books annually for business readers. Specialize in helping professionals in every field develop writing skills.

Supervise book development projects, moving from raw manuscript through press delivery, and manage a budget in low six figures for each. Trimmed costs saving an average of \$15,000/book.

1994 - 1998

Supervisor, Document Production, J.R. Finnegan, Esq.

Implemented glossary of legal terms for use by freelance proofreaders in legal office turning out 200 documents/week.

Revised scheduling of legal proofreaders in order to employ graduate students with superior language skills, saving \$35,000/year.

1990 - 1994

High School English teacher, Milwaukee Public Schools

Wrote handbook for laboratory designed to help high school seniors learn the basics of real-life banking, investing, and insurance.

Taught business writing and created standardized lesson plans for courses in the subject to be used by new teachers.

**EDUCATION:**

College of the Mountains, B.A. History, 1990. National Merit Finalist

Business Editor for College Newspaper, 2 years

Correspondence courses in editing business writing, NY State College at Albany

**OTHER SKILLS:**

Fluent in Spanish

Proficient in Word, Excel, QuarkXpress, Publisher 99

**VOLUNTEER ACTIVITIES:**

Tutor for Growing Great Readers, which aids Hispanic children with reading problems.

**INTERESTS, HOBBIES:**

Swimming, scuba diving, reading Civil War history



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# NO PAID JOBS RESUME

## EDUCATION

College of the Mountains, B.A. History, GPA 3.3, May 2000

## HONORS

National Merit Finalist and Advanced Placement Scholar

## WORK EXPERIENCE

Corporate Paralegal (Internship)  
Darrow & Sons Summer 1999

Lifeguard/Swim Coach  
Minnewaska Golf Club Summers 1996 - 1998

## VOLUNTEER ACTIVITIES

President, Vice President, Co-Founder  
50-member Native-American Student Union 1995 - 1999

- \* Drafted constitution; oversaw budget allocation process, promotions;
- \* Coordinated events to foster appreciation of Native-American history and culture.

Disk Jockey—Student Volunteer  
WCOL—Campus Radio Station 1997 - 1999

- \* Developed and maintained volunteers' schedules

Ruraltown Day Care Center 1998 - 2000  
(for underprivileged children)

- \* Instituted cross-referenced billing records to facilitate late-payment reminders

## SKILLS:

Excellent Writer and Communicator  
Fluent in written and oral Spanish  
Proficient in Word, Excel, QuarkXpress, Publisher 99

## INTERESTS:

Professional Swimmer, avid reader





# BUT WHAT ABOUT THIS

## 1. How long should a resumé be?

One page only..every words counts so choose wisely

## 2. What if I have no experience?

Focus in on the skills and traits that are desired in all jobs.  
Good work ethic, responsible habits, responsibility and productivity, do ignore volunteer no matter how small.

## 3. Should I include GPA?

No, unless it is above 3.0. However list all awards and honors.

## 4. I can I lie to make it sound better

No, never lie on your resumé, however you can make a small job seem much more than it was by emphasizing the import things you did using action verbs.

## 5. How about unusual color or format for the resumé

Play it safe, be conservative, use white or cream color and a businesslike font