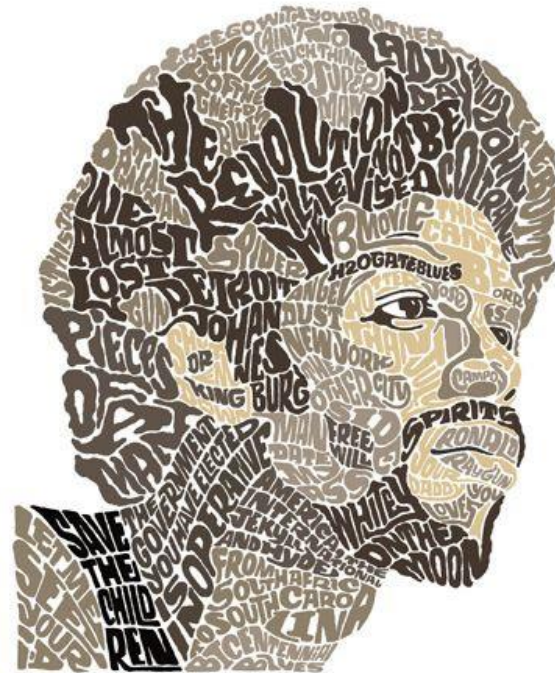


# PURPOSE OF A RESUME

1. Build interest;
2. Highlight experience and education;
3. Paint an accurate, vivid word picture;
4. Get yourself noticed!



*Note: The content, form and organization may vary slightly according to the purpose, but generally all resumes contain the same information.*

# TYPICAL RESUME LAYOUT

Contact Info  
Objective  
Skills  
Education  
Work Experience  
Extra-curricular  
Awards/Recognition



# CONTACT INFO

- Include your full name, street address, phone number and an email address.

*Which is correct? Why?*

**Sheldon Cooper**  
123 Main Street  
Los Angeles, CA 90210  
310-555-9988  
[Sheldon.cooper@yahoo.com](mailto:Sheldon.cooper@yahoo.com)

**Sheldon Cooper**  
123 Main Street  
386-555-9988  
[toohot4daclub@yahoo.com](mailto:toohot4daclub@yahoo.com)



# OBJECTIVE

- This is a general goal statement related to the position for which you are applying.

## Objective

To find a position in surf board manufacturing where my skills and knowledge in production, and it's associated disciplines, can be utilized and my personal goals achieved.

## Objective

To get a job that is going to be more fun and where I can make more money. I would prefer a job that gave me weekends off and starts no earlier than 9:00 AM. A company with a lot of single women would be preferred.

*Which is correct? Why?*



# SKILLS

- **Includes the stuff you know how to do**, including all specialized knowledge or skills you have acquired throughout your life.
- Try to **make it relevant to the job** for which you are applying.
- **A bulleted list** sets your skills off and makes them easy to read.

## SKILLS

Bike Riding, Playing PS4, Playing the guitar, Doing crossword puzzles, Creating funny snapchat stories, Posting pictures to Instagram, and Procrastinating

## SKILLS

- Final Cut Pro: Intermediate
- Garage Band: Advanced
- iMovie: Advanced
- MS Office Word: Advanced
- MS Office PowerPoint: Intermediate

*Which is correct? Why?*

# EDUCATION

- List all education and job related courses in reverse chronological order.
- Include institution name, location (*city and state*), degree earned, and year of graduation or course completion.

## Education

New Smyrna Beach High School, *New Smyrna, FL*  
Diploma, Honor Roll      Expected Completion: 2017



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## Education

New Smyrna Beach High School



*Which is correct? Why?*



# WORK EXPERIENCE

- Place in reverse chronological order (*most recent first*).
- Do not leave any gaps.
- Include the following for each:
  - Employer name
  - Location (*city and state only*),
  - Position held
  - Dates of employment (*years are usually sufficient*).
  - **Responsibilities**; make them sound important and professional



# WORK EXPERIENCE

What are some pros/cons of this list?

## EXPERIENCE

**Custodian** | *Brigham Young University, Provo, UT* Aug 2011 – Current

- Provide custodial support for over 5,000 students and staff daily
- Ensure proper cleaning processes through use of best practices

**Life Guard** | *Washoe County Pool, Reno, NV* Apr 2011 – Aug 2011

- Oversaw pool functions and operations
- Responded to emergency situations, applying first-aid principles
- Taught swimming lessons to 20 children ages 4 to 12

**Hostess** | *Los Hermanos, Provo, UT* Aug 2010 – Apr 2011

- Managed customer relations and event details weekly for over 750 patrons
- Created relaxing atmosphere, catering to customer needs and preferences
- Accounted for financial transactions totaling over \$1,500 daily





# WORK EXPERIENCE

Even babysitting can sound important...

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## EXPERIENCE

**Babysitter – Mr. & Mrs. Phillips**

June 2010 to Present

Omaha, NE

- Managed and oversaw children's activity in absence of parents.
- Designed creative games and activities to keep children engaged.
- Prepared meals to ensure children ate fully and on time.
- Escorted children on outings to parks and lakes.
- Maintained a safe and healthy environment for children in all respects.
- Ensured only authorized visitors entered premises in absence of parents.



# EXTRA-CURRICULAR

- Extra-curricular involvement helps to paint the portrait of a well-rounded individual.
- **Include your position, organization and the length of time involved for each.** *Relate to job if possible.*
- **Bulleted lists are easier to read.**

## Extracurricular

- Marketing Academy (2013 – 2016)
- Player, Intramural Soccer (2012 -2016)
- Finisher, SE Volunteer 10k Run (2014 - 2016)
- NSB Cross-Country Team (2013 – 2016)
- NSB Debate Team (2014 – 2016)
- Spanish Club (2013 – 2016)

## Extracurricular

Cross-country, Intramurals,  
Lacrosse, Gamer Club  
Marketing Academy, Medical Academy,  
HOSA

*Which is correct? Why?*



# AWARDS/RECOGNITION

**Highlights job-related, academic or civic recognition.** This section isn't necessary, but if you have been recognized, show off a little bit!



# A QUICK NOTE ABOUT REFERENCES



- Do not list references on your resume!
- You may include the phrase “References are available on request.”
- **Not a bad idea:** Have a typed list available of 3-5 non-relative, work related references with names, organizations and phone numbers.

# OTHER GOOD THINGS FOR YOU TO KNOW...

1. Keep your resume to **one page**.
2. **Pick a format and be consistent!**
3. **Proofread** the final product aloud, to yourself. Then, have a second, detail-oriented person review it for errors.
4. **Be accurate.**
5. Make it visually appealing. **Consistency and symmetry** are appealing to the eye.
6. Use good quality paper in white or off-white. Keep it in a folder for safe keeping. Crumpled/folded resumes are unacceptable.



# DO NOT...

1. Use flash graphics or colored paper.
2. Mention controversial activities or associations.
3. Exaggerate your experience.
4. Use abbreviations.
5. Use negative statements about past employers.
6. Include a salary history (*unless asked, and then only in a cover letter*).
7. List references.
8. Have a sentence spill over to page two.



# A M E L I A   S A N D E R S

a.sanders@gmail.com · 440.555.6275 · 1753 Wild Horse Circle, West Haven, CT 00542

## E D U C A T I O N

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**Brigham Young University – Provo, UT**

**April 2014**

*Bachelor of Arts in Media Arts*

## F I L M   E X P E R I E N C E

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*Popcorn Popping (2013)*

**90 min. Feature**

**Haphazard Films**

*Director/Writer*

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*What do you notice about the formatting?*



**Life Guard** | *Washoe County Pool*, Reno, NV

Apr 2011 – Aug 2011

- Oversaw pool functions and operations
- Responded to emergency situations, applying first-aid principles
- Taught swimming lessons to 20 children ages 4 to 12

**Hostess** | *Los Hermanos*, Provo, UT

Aug 2010 – Apr 2011

- Managed customer relations and event details weekly for over 750 patrons
- Created relaxing atmosphere, catering to customer needs and preferences
- Accounted for financial transactions totaling over \$1,500 daily

**Writer** | *Lone Monte High School Yearbook*, Reno, NV

May 2008 – May 2010

- Gathered information and facts on 25 possible stories of interest
- Designed 30 pages including themes, photography, and layout
- Authored 10 senior tributes focusing on community contributions

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*What do you notice about the formatting?  
What do you notice about the level of  
detail?*

