

Chaffey College

Career Center

CAREER CENTER

RESUME WRITING PACKET

Use this packet to help you write your resume. To get started:

- Have the job description in front of you
- Complete the first 3 pages of this packet
- Identify the type of resume to create
- Use the samples in this packet for help
- Use a blank word processing document
- DO NOT use a resume template

Career Success Guides and Counselors are available for help!
Call the Career Center at 909-652-6511 for availability

Résumé Writing – First Steps

Before you begin writing your résumé, it is important to compile a complete history of your work experience and educational background. You never know how critical a past experience may be until you compare it to the rest of your history and analyze it for current relevance. Print this worksheet and use it to organize a list of everything you have ever done (in relation to the development of your present knowledge, skills, and abilities). The point at this stage is not to evaluate your experiences, but to simply identify them and assemble them into a readable layout.

TYPES OF EXPERIENCE

All Employment History:

Position	Employer	Location (City, State)	Dates
Duties and Achievements			

Position	Employer	Location (City, State)	Dates
Duties and Achievements			

Position	Employer	Location (City, State)	Dates
Duties and Achievements			

(Use additional copies of each page as necessary.)

Other Experience:

Use this section to list all other past experiences, no matter how unimportant they may seem. Take a moment to consider each of the following categories and then list each activity in the fields below: **volunteer, military, community service, church, clubs, etc...** Be sure to describe *your* specific role in each activity, especially if your role involved leadership or a high degree of responsibility.

Activity	Organization	Location (City, State)	Dates
Description of Activity			

Activity	Organization	Location (City, State)	Dates
Description of Activity			

Activity	Organization	Location (City, State)	Dates
Description of Activity			

Awards and Honors:

List any awards and/or honors that you have received and when you received them. Include recognition such as employee of the month, dean's honor roll, perfect attendance, etc...

Type of Recognition	Date Received

Additional Knowledge, Skills, and Abilities:

List any additional knowledge, skills, and abilities that you possess which have not been listed anywhere else on this worksheet. Include specifics regarding computer skills, special talents, unique abilities, certifications (CPR, food handler, CBEST, etc...) or anything else that you have been trained to do.

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EDUCATION

Complete the following fields regarding your educational background and be sure to include anything that may be currently in progress.

Name of School		Location (City, State)
Type of Degree	Major / Course of Study	Date Received (or “Anticipated...”)
Courses relevant to current job search		

Name of School		Location (City, State)
Type of Degree	Major / Course of Study	Date Received (or “Anticipated...”)
Courses relevant to current job search		

Name of School		Location (City, State)
Type of Degree	Major / Course of Study	Date Received (or “Anticipated...”)
Courses relevant to current job search		

Remember, the purpose of a résumé is to showcase your qualifications for a particular position with the goal of securing an interview. In today’s ever competitive job market it is important to target your résumé to *each* specific job that you are applying for. Employers are not just looking for qualified people; they are looking for the most qualified person who demonstrates the potential of bringing something special to the organization.

The next step is to find an actual job description for the type of work that you plan to apply for. This may be an actual local advertisement that you are seriously considering, or just something similar that you find online. Use the job description to make a list of the *required* and *desirable* qualifications for this line of work and write them here using the same language from the job posting:

Aircraft Maintenance Technician

Perform aircraft maintenance on UPS fleet to meet or exceed airworthiness standards. Performs the change, removal, replacement or upgrade of aircraft components to correct failures or implement changes. Conducts troubleshooting of complex pneumatic, hydraulic, engine, and structural components and systems. Documents procedures per established processes to ensure regulatory compliance. Performs tasks associated with the safe handling of an aircraft.

JOB FUNCTIONS

- Responsible for the maintenance and preventive maintenance of aircraft.
- Determines airworthiness of aircraft and components, in accordance with established procedure and Federal Aviation Regulations.
- Completes aircraft maintenance forms entries and enters data into a Maintenance Data Systems, ensures entries are accurate and complete
- Services and inspects aircraft, components and related equipment.
- Ensure consistent, accurate aircraft maintenance by properly completing turnover entries on unfinished maintenance in the turnover log.
- Follow all Maintenance Department Policies and Procedures.
- Keep a clean and orderly work environment.
- Make recommendations to improve functions within the Maintenance Department.
- Perform other duties as assigned by Line Maintenance Supervisor, or the Director of Maintenance.

REQUIRED QUALIFICATIONS

- Must have a High School Diploma or GED equivalent
- Must have a valid FAA Airframe and Power -Plant license
- Must have a valid driver's license
- Must have a minimum of three (3) years aircraft maintenance experience that could include but not limited to:
 - Boeing, Airbus and/or McDonnell Douglas aircraft
 - Military jet aircraft
 - Regional /Commuter aircraft
- Knowledge of computer systems
- Troubleshooting skills and ability to read and interpret Aircraft Manuals and Illustrated Parts Catalogues

MICHAEL MECHANIC

5885 Haven Ave. Rancho Cucamonga, CA 91737
(909) 652-6511
careercenter@chaffey.edu

EDUCATION

Chaffey College	Rancho Cucamonga, CA
<i>Associate of Science, Aviation Maintenance Technology</i>	December 2015
<i>Related Coursework: Aviation Science, Airframe Structure: Aircraft Secondary Systems and Components, Powerplant: Electrical Systems, Turbine Engine Auxiliary Systems</i>	

SKILLS AND KNOWLEDGE

- | | |
|--|---|
| <ul style="list-style-type: none"> • FAA Regulations • Basic AC and DC electricity • Aircraft materials and processes • Blueprint reading • Aircraft servicing • Metallic and non-metallic structural fabrication, inspection, and repair methods • Sheet metal fabrication and repair • Composite structure inspections • Welding • Alignment of airframe structures • Lighting systems • Ice and rain protection systems • Pressurization systems | <ul style="list-style-type: none"> • Cockpit instrument systems • Avionics systems • Oxygen system inspection • Door warning lights • Interior light systems • Paint application techniques • Inspection of painted surfaces • Inspection, operation and repair of: <ul style="list-style-type: none"> ○ Electrical, hydraulic, and landing gear systems ○ Fire-warning/ fire extinguishing systems ○ Ice warning systems ○ Antiskid systems |
|--|---|

RELATED EXPERIENCE

Stratus Aircraft Services, Inc.	San Bernardino, CA
<i>Avionics Technician</i>	January 2016- Present
<ul style="list-style-type: none"> • Perform maintenance on Boeing 717, 727, 737, Embraer, Airbus A319 – 321 and MD- 80 series in accordance with maintenance manuals, company policies, and FAA regulations • Troubleshoot aircraft systems, including cockpit instruments, lighting, fire-warning, electrical, hydraulic, etc., by utilizing critical thinking skills and teamwork • Enters and accesses technical data within computer systems in order to analyze previous maintenance and to accurately document maintenance provided • Exhibits strong oral and written communication through follow up with supervisor and being in a team oriented environment 	

ROLE MATCH	VALUE MATCH	SKILL MATCH
Your “target job title” should match the title that’s being advertised and go toward the top of your resume to catch the eye of the hiring manager.	Find overlap between your previous responsibilities and qualifications to show what value you can bring to this organization.	Identify the hard and soft skills from the job ad and mirror the same language in your resume to show that you’re equipped to do the job.

Chronological Résumé Sample

This resume lists your jobs and experience with your most recent work experience first. This resume is good for job seekers who have practical work experience with long periods of employment.

ANITA JOB (909) 555-5555 ■ anitajob@email.com ■ 620 Havana Street, Chino, CA 91710

PROFESSIONAL QUALIFICATIONS

- Recent graduate with experience in accounting and office management
- Highly organized, detail oriented, and data driven
- Comfortable working on teams and independently
- Effective problem solver who utilizes critical thinking to develop results driven solutions

EDUCATION

Associate of Arts Degree in Accounting Anticipated Graduation, May 2019

Chaffey College, Rancho Cucamonga, CA

Related Coursework: Computer Keyboarding, Microsoft Office Word-Expert, Office Systems and Procedures, and Administrative Office Management

SKILLS & INTERESTS

Technical: MS Excel, Word, PowerPoint, Access, QuickBooks Pro, JavaScript

Language: Fluent Spanish, Beginner Italian

Interests: Accounting, managing data, preparing taxes

RELATED EXPERIENCE

Payroll Officer September 2017- Present

ABC Company, Inc., Los Angeles, CA

- Created a certified wages payroll handbook and oversaw its completion to ensure quality payroll procedures
- Collected, inspected, and processed over 60 employees' timesheets daily
- Calculated and recorded hourly rates for private wages and state and federal certified wages
- Updated employee records and generated daily reports using QuickBooks Pro accounting software

Computer Information Systems Help Desk June 2015- September 2017

Pacific University, Claremont, CA

- Promptly respond to 15-50 telephone calls and email questions per hour presented by faculty, staff, and students
- Equip users with the information and skills necessary to effectively use campus wide technology
- Assess and forward complex calls to specific information system specialists when needed

Administrative Assistant May 2013- June 2015

San Dimas Law Firm, San Dimas, CA

- Recorded daily incoming payments to assist accounts receivable
- Reconciled General Ledger with bank statements to ensure accurate records
- Prepared bid reports and checked for accuracy upon submission

OTHER EXPERIENCE

Part-time Assistant Manager May 2014- July 2014

The Body Shop, Arcadia, CA

- Supervised part-time sales associates to encourage and ensure impressive customer service
- Enthusiastically interacted with customers to meet their shopping needs
- Calculated and recorded daily sales outcomes and submitted concise sales reports

CLUBS & MEMBERSHIPS

California Society of CPAs

Financial Club, Vice President, *Chaffey College*

Student Ambassadors, Member, *Chaffey College*

Combination Sample

This type of resume highlights your accomplishments and dates. Develop a resume that matches the key skill sets from the job announcement and focus on identifying transferable skills.

JENNIFER M. STUDENT

1234 N. E. Register Street, Upland, CA 91765

909-555-1212

jennifer.student@gmail.com

EDUCATION

Chaffey College, Rancho Cucamonga, CA

Anticipated: June 2020

Associate of Science Degree in Business Administration

- G.P.A. 3.7

EXPERTISE INCLUDES:

Technical: MS Excel, Word, PowerPoint, Access, QuickBooks Pro, Alpha/Numeric Filing, Google Docs

Languages: Fluent English, Fluent American Sign Language, Conversational Arabic

Interests: Business, Marketing, Management, Supervision

PROFESSIONAL EXPERIENCE

Administrative Support

- Experienced in a variety of environments with expertise in administrative assistance, organization, and attention to detail
- Well-developed communication skills and experience in handling multiline telephones along with balancing the demands of coordinating office responsibilities
- Efficient, reliable and extremely thorough in all professional situations

Customer Service

- Excellent talent for reading the customer, collecting information, and providing appropriate solutions
- Professional appearance with proficiency in greeting customers/clients and creating a comfortable environment
- Strong problem-solving skills as well as extremely performance driven

Leadership and Teamwork

- Experienced in accepting a variety of projects and working them to completion in a team atmosphere or independently
- Capable of taking on new tasks, accepting challenges, and providing solutions on all projects
- Outstanding active listening and assessment skills with positive results-oriented solutions

CAREER PROGRESSION

Office Assistant • Imperial Tour and Travel • Ontario, California

April 2018 – Present

Receptionist • ABC Company • Upland, California

May 2016 – April 2018

Sales Associate • Aveda • Upland, California

June 2014 – May 2016

VOLUNTEER EXPERIENCE

Building Assistant: Habitat for Humanity, Rancho Cucamonga, CA

May 2016 – Current

Volunteer: Brulte Senior Center, Rancho Cucamonga, CA

May 2014 – June 2015

Functional Resume Sample

This type of resume focuses on skills and accomplishments. Functional resumes do not use dates associated with work history.

GABRIEL CHAFFEY

(555) 555-3940 ■ gabriel.chaffey@email.com ■ 1420 College Way, Fontana, CA 92334

SUMMARY OF QUALIFICATIONS

Event planning professional with the energy and enthusiasm to pull off the perfect party. Detail-focused, friendly, and positive attitude with all staff, customers, and vendors. Patient with a proven ability to negotiate contracts and produce results on time.

EDUCATION

Chaffey College, Rancho Cucamonga, CA

Expected Graduation: May 2020

Associate Degree, Communications

- Related Coursework: Interpersonal Communication, Fundamentals of Small Group Communication, Intercultural Communication, Business Law, Financial Accounting, Elementary Statistics

SKILLS & INTERESTS

Technical: QuickBooks, Microsoft Excel, MS Word, Google Docs

Language: Fluent Arabic, Conversational Farsi

Interests: Business, Accounting, Crafting, Photography

HONORS AND AWARDS

Chaffey College, Rancho Cucamonga, CA

Dean's Honors List

Fall 2018, Spring 2019

The Community Foundation Scholarship

Fall 2018

PROFESSIONAL ACCOMPLISHMENTS

Planning & Coordination

- Oversaw inventory control, ordering, and preparing for conference and wedding events
- Consulted with clients to determine wants and needs of event
- Practiced confidentiality with sensitive customer financial records and financial data

Events Promotion

- Assisted with planning, promoting and execution of special events
- Proven ability to present excellent oral and written communication about events
- Adept at handling multiple tasks in an organized manner ensuring 100% accuracy and fulfillment of event needs

Building Relationships

- Excellent working relationships with important clients while upholding company image
- Experience interacting with vendors and building vital working relationships
- Developed key relationships with customers to achieve high customer satisfaction levels

Alternative Experience Resume

This resume is good for job seekers who have volunteer, educational, and/or extracurricular experience and skills, but may lack work experience.

Charlie Chaffey

7523 Harvard Ct. ▪ Rancho Cucamonga, CA ▪ 909-474-2973 ▪ ccchaffey@gmail.com

Professional Summary

Enthusiastic bilingual college student who enjoys providing leadership to support team members in accomplishing projects. Confident ability to collaborate effectively with diverse students, staff, and faculty while always displaying a respectful attitude. Organized and thorough in prioritizing tasks and completing them as scheduled.

Education

Associate in Arts Degree, Photography

Chaffey College, Rancho Cucamonga, CA

Related Coursework: History of Photography, Beginning Photography

Anticipated Graduation: June 2017

High School Diploma

Ontario High School, Ontario, CA

National Honors Society

May 2015

Skills

Technical:

- Microsoft Word, Excel, PowerPoint, Access, Internet, Google Docs, Prezi, Photoshop, Adobe
- Social media: Facebook, Instagram, Snapchat, YouTube, Blogging, Vlogging

Languages:

- Fluent Spanish

Community Involvement

Volunteer, *American Red Cross of Rancho Cucamonga*

October 2014-Current

- Capture photos at local blood drive events following permission from signed release forms
- Direct blood drive participants utilizing bilingual languages of English and Spanish
- Coordinate with website designer in uploading of blood drive event photos to website

Volunteer, *Kiwanis Club of Rancho Cucamonga*

September 2013-June 2015

- Planted trees in local neighborhoods to provide the community members with natural shade
- Mentored youth who were involved in youth sports programs
- Tutored youth in subjects of Math and English to increase their subject grades

Extra-curricular Involvement

Captain, *Ontario High School Basketball Team*

June 2013-May 2015

- Motivationally united team members towards achieving state championship qualification

Treasurer, *Ontario High School Key Club*

September 2013-September 2014

- Responsibly managed funds to ensure club's ability to attend events

Achievements

Volunteer of the Month, *Kiwanis Club of Rancho Cucamonga*

Outstanding Leadership, *Ontario High School Basketball Team*

Professional Profile Samples

GABRIEL CHAFFEY

(555) 555-3940 ■ gabriel.chaffey@email.com ■ 1420 College Way, Fontana, CA 92334

This section is optional. You may choose to do it as bullet points or as a sentence summary. Recommended for Alternative Resumes and Functional Resumes.

All Professional Sections:

- Emphasize what you can do. Non-transferable and transferable skills (i.e. technical skills, customer service skills, etc.).
- Match your skills to the position for which you are applying for.
- Match your skills to the organization's mission statement, values, customer and/or product.
- Use descriptive adjectives explaining your skills and expertise.

Sentence Summary

- No more than three sentences, and briefly describe yourself, experience, abilities, and strengths that are relevant to the position.

Bullet Point Section

- No more than 5 bullet points.

Professional Profile Samples

SUMMARY OF QUALIFICATIONS

Organized bilingual college student with strong administrative, accounting, bookkeeping skills. Ability to build strong relationships with colleagues and work with diverse populations. Team player with a competitive drive to excel professionally. Demonstrated efficiency to acquire new skills while meeting and exceeding deadlines.

PROFESSIONAL PROFILE

- Financial analysis, risk analysis and working knowledge of balance sheets
- Highly proficient in MS Excel, Word, PowerPoint, Access, and internet tools
- Innovative problem solver with an advanced ability clarifying problems and evaluating alternatives
- Reliable, purposeful, and solutions oriented

PROFESSIONAL SUMMARY

Enthusiastic bilingual college student who enjoys providing leadership to support team members in accomplishing projects. Confident ability to collaborate effectively with diverse students, staff, and faculty while always displaying a respectful attitude. Organized and thorough in prioritizing tasks and completing them as scheduled.

OFFICE PROFESSIONAL

Dynamic, enthusiastic, and conscientious Office Professional with extensive experience in a variety of office environments and proven ability to work well with others in fast-paced working conditions. Highly motivated people-person with extensive expertise in the travel industry. Learn and adapt quickly and demonstrate excellent verbal and written communication skills.

CHOOSE YOUR RESUME SECTIONS

PROFILE

Professional Profile	Summary of Qualifications	Career Summary
Professional Summary	Qualifications Summary	
Career Profile	Personal Snapshot	

SKILLS

Areas of Expertise	Career Related Skills	Software Proficiencies
Areas of Knowledge	Technical Experience	Language Competencies
Areas of Proficiency	Technical Skills	Professional Qualifications
Areas of Excellence	Proficiencies Strengths	Technical Proficiencies
Areas of Strength	Core Skills	Computer Skills
Professional Skills	Core Competencies	Technology Skills
Specialized Skills	Skills Qualifications	

WORK AND EMPLOYMENT

Work Experience	Military Experience	Internship Experience
Related Employment	Freelance Experience	Employment History
Related Experience	Professional Experience	Experience Highlights
Career Experience	[Industry] Experience	Career Achievements
Prior Experience	Career History	Professional Achievements
Professional History	Career Highlights	Clinical Experience
Career Background	Relevant Experience	

EDUCATION AND TRAINING

Educational Qualifications	Education and Training	Licenses
Academic Experience	Professional Training	Credentials
Academic Background	Related Coursework	Certifications
Educational Training	Related Projects	Apprenticeships
Formal Education	Professional Development	Education
Relevant Projects	Continuing Education	Internships

AWARDS AND RECOGNITION

Honors and Awards	Achievements	Scholarships
Academic Honors	Accomplishments	Special Recognition
Recognitions	Notable Achievements	

EXTRA-CURRICULAR

Professional Memberships	Memberships	Published Articles
Leadership Experience	Athletic Involvement	Volunteer Affiliations
Volunteer Experience	Community	Conventions
Professional Associations	Leadership and Service	Conference Presentations
Community Involvement	Extra-Curricular Involvement	
Civic Involvement	Reinvestment	
Associations	Publications	
Extra-Curricular Activities	Volunteer Contributions	
Community Activities	Presentations	

ACTION VERBS FOR YOUR RESUME

Bullet Point Formula: **ACTION VERB** + **JOB RESPONSIBILITY** + **RESULT WHY**

ADMINISTRATIVE SKILLS:

Assisted	Checked	Copied (Paperwork)	Created	Filed	Planned	Wrote
Back managed	Analyzed	Duplicated	Creatively Designed	Assorted	Arranged	Accurately logged
Co-facilitated	Assessed	Photocopied	Developed	Catalogued	Coordinated	Documented
Collaborated	Evaluated	Produced	Established	Categorized	Organized	Entered
Partnered with	Examined	Replicated	Generated	Classified	Prepared	Inputted
Supported	Reviewed	Reproduced	Produced	Labeled	Scheduled	Recorded

HELPING AND CUSTOMER SERVICE SKILLS:

Answered	Helped	Met (Sales Goals)	Promoted	Sold	Stocked	Talked
Effectively solved	Provided	Achieved	Actively Promoted	Assisted w/purchases	Accounted for	Addressed
Reconciled	Recommended	Fulfilled	Advertised	Generated sales	Catalogued	Approached
Resolved	Referred	Satisfied	Strategically displayed	Increased profits	Inventoried	Contacted
Settled	Suggested	Steadily reached	Marketed	Processed transactions	Recorded	Greeted
Successfully satisfied	Supported	Successfully completed	Eagerly presented	Optimized sales	Itemized	Recorded

TECHNICAL AND HANDS-ON SKILLS:

Built	Fixed	Maintained	Operated	Set-up	Shipped	Remodeled
Assembled	Refurbished	Conserved	Controlled	Adjusted	Delivered	Modernized
Constructed	Renovated	Preserved	Directed	Automated	Distributed	Modified
Developed	Repaired	Retained	Skillfully guided	Coded	Imported/Exported	Refashioned
Installed	Restored	Sustained	Maneuvered	Encoded	Supplied	Renovated
Manufactured	Revamped	Upheld	Piloted	Programmed	Transported	Transformed
Designed	Overheard		Engineered	Calculated		Upgraded
Fabricated	Solved		Computed			Optimized

RESTAURANT SERVICE SKILLS:

Cooked	Handled	Prepared	Served	Took Orders	Cleaned	Stocked
Delicately fried	Controlled cash flow	Arranged	Attended to	Inputted	Diligently washed	Inventoried
Evenly baked	Managed complaints	Prepped	Catered	Obtained	Disinfected	Proactively Stocked
Sautéed	Operated equipment	Ordered	Eagerly served	Processed	Meticulously cleaned	Refilled
Flambéed	Processed payments	Organized	Provided for	Readily accepted	Sanitized	Reordered
Thoroughly grilled	Supervised staff	Planned	Waited on	Accurately recorded	Thoroughly rinsed	Replenished

TEACHING AND CHILDCARE SKILLS:

Disciplined	Increased (scores)	Led (activities)	Talked to (parents)	Taught	Washed	Watched
Corrected behavior	Enhanced	Coordinated	Consulted with	Demonstrated	Disinfected	Cared for
Enforced policies	Improved	Directed	Discussed with	Educated	Thoroughly laundered	Monitored
Mediated conflicts	Steadily raised	Facilitated	Informed	Instructed	Carefully cleaned	Observed
Positively reinforced	Strengthened	Enthusiastically	Notified	Modeled	Sanitized	Actively oversaw
Redirected students	Substantially boosted	Organized	Updated	Reinforced concepts	Sterilized	Supervised
		Guided	Advised	Trained		

LEADERSHIP SKILLS:

Accomplished	Chaired	Directed	Impacted	Oversaw	Planned	Strengthened
Achieved	Consolidated	Earned	Increased	Planned	Predicted	Supervised
Administered	Contacted	Evaluated	Led	Predicted	Prioritized	Surpassed
Analyzed	Coordinated	Executed	Mastered	Prioritized	Produced	
Assigned	Delegated	Handled	Orchestrated	Produced	Proved	
Attained	Developed	Headed	Organized	Proved		

ORGANIZATIONAL SKILLS:

Approved	Changed	Dispatched	Inspected	Purchased	Simplified	Unified
Accelerated	Classified	Executed	Launched	Recorded	Sold	Updated
Added	Collected	Expanded	Monitored	Reduced	Specified	Utilized
Arranged	Complied	Gained	Operated	Reinforce	Steered	Validated
Broadened	Completed	Gathered	Organized	Retrieved	Structured	Verified
Cataloged	Controlled	Generated	Prepared	Screened	Systemized	
Centralized	Defined	Implemented	Processed	Selected	Tabulated	

COMMUNICATION SKILLS:

Addressed	Convinced	Documented	Formulated	Mediated	Promoted	Spoke
Arbitrated	Corresponded	Drafted	Influence	Moderated	Publicized	Suggested
Arranged	Delivered	Edited	Interpreted	Negotiated	Reconciled	Synthesized
Authored	Developed	Energized	Lectured	Persuaded	Recruited	Translated
Collaborated	Directed	Enlisted	Liaised	Presented	Reported	Verbalized
					Rewrote	Wrote

RESEARCH SKILLS:

Clarified	Constructed	Diagnosed	Extracted	Interpreted	Organized	Surveyed
Collected	Critiqued	Discovered	Formed	Interviewed	Resolved	Systemized
Concluded	Derived	Evaluated	Identified	Investigated	Reviewed	Tested
Conducted	Determined	Examined	Inspected	Modeled	Summarized	

QUANTITATIVE SKILLS:

Administered	Appraised	Budgeted	Developed	Managed	Minimized	Projected
Allocated	Audited	Calculated	Forecasted	Maximized	Planned	Researched
Analyzed	Balanced	Computed				

CREATIVE SKILLS:

Acted	Created	Directed	Illustrated	Introduced	Planned	Revitalized
Composed	Customized	Established	Initiated	Invented	Published	Shaped
Conceived	Designed	Fashioned	Instituted	Organized	Redesigned	Visualized
Conceptualized	Developed	Founded	Integrated	Performed	Revised	

Transferable Skills Checklist

Key Transferable Skills

- Meet deadlines & goals
- Ability to delegate
- Ability to plan
- Results oriented
- Customer service oriented
- Supervise others
- Increase sales or efficiency
- Accept responsibility
- Instruct others
- Desire to learn & improve
- Good time management
- Solve problems
- Manage money/budgets
- Manage people
- Gather information
- Organize people
- Organize/ manage projects
- Team player
- Written communications
- Work independently
- Computer skills

Working with things

- Hand-eye coordination
- Assemble or make things
- Safety conscious
- Build, observe, inspect things
- Construct or repair machinery
- Off-bearing or feeding machinery
- Follow instructions
- Operate tools and machinery
- Drive or operate vehicles
- Repair things
- Good with my hands
- Use complex equipment
- Use equipment

Using words, ideas

- Articulate
- Innovative
- Speaking effectively
- Logical
- Remember information
- Accurate
- Research
- Create new ideas
- Design
- Public speaking
- Edit
- Write clearly and concisely
- Conceptualize ideas
- Understand the big picture

Working with Data

- Analyze data or facts
- Investigate
- Audit records
- Keeping financial records
- Interpret information
- Locate answers or information
- Balance money
- Calculate, compute
- Manage money
- Classify data
- Compare, inspect, or record facts
- Count, observe, compile
- Research
- Detail-oriented
- Take inventory

Working with people

- Patient
- Care for
- Persuading others
- Conflict resolution
- Pleasant
- Counsel people
- Sensitive
- Demonstrate something
- Supportive
- Diplomatic
- Supervise
- Facilitating group discussions
- Help others
- Tactful
- Insightful
- Teach
- Interview others
- Anticipate needs
- High energy
- Open minded
- Kind
- Take orders
- Listen
- Serving
- Trust
- Developing rapport with others
- Negotiate
- Understand
- Adaptable
- Outgoing

Leadership

- Arrange social functions
- Motivate people
- Negotiate agreements
- Decisive
- Plan & coordinate tasks
- Delegate
- Run meetings
- Direct others
- Explain things to others
- Self-motivated
- Gets results
- Share leadership
- Think of others
- Direct projects
- Team builder
- Solve problems
- Mediate problems
- Take risks & challenges
- Empowering others

Creative, Artistic

- Artistic
- Musical
- Dance, body movement
- Perform, act
- Draw, sketch, render
- Present artistic ideas
- Play instruments
- Expressive
- Imaginative
- Storytelling

Add any other transferable skills that you think are important

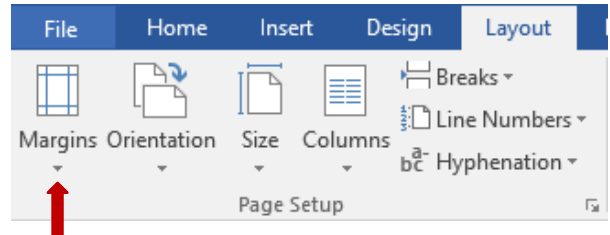
- _____
- _____
- _____
- _____
- _____

Quick Tips - Formatting Resume in Word

Margins

Set page margins

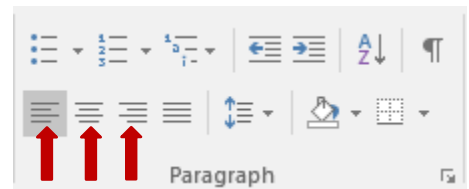
- Click the **Layout Tab**
- Select the Margins Dialog Box in the page setup group
 - Choose preset margins or customize them
 - Margins should be between .5” to 1”



Paragraph Alignment

Set where your text will appear

- Click the **Home Tab**
- Choose the button alignment on the paragraph group.
 - **Align Left:** text is aligned with the left margin
 - **Center:** text is centered within your margins
 - **Align Right:** text is aligned with the right margin

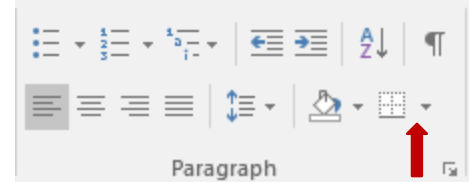


Example:
Chaffey Student

Line Insert

Add a line under a header




- Click the **Home Tab**
- Highlight the text you want the border under
- Select the Borders Dialog Box in the paragraph group
 - Select the bottom border option

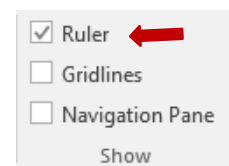


EXAMPLE

Setting Tabs

Use the ruler to manually set tab stops in your document

- Click the **View Tab**
- Click/check the Ruler box in the show group
- Set tabs by clicking the tab selector at the left end of the ruler until it displays the type of tab you want and then clicking the ruler at the location you want.
 -  Left Tab stop sets the start position of text that will go to the right as you type
 -  Center Tab stop sets the position of the text in the center as you type
 -  Right tab stop sets the right end of the text that will go on the left



Example

Example

Example

Resume Language, Formatting, and Tips:

- ✓ Keep your resume length to **one page**, unless there is more than 7 to 10 years of relevant work experience.
- ✓ Margins should be between 1” and .5”.
- ✓ Font size should be **no smaller** than 10pt.
- ✓ **Do not** use a resume template, they are difficult to reformat.
- ✓ Avoid excessive use of *italics*, CAPS, and **bold**.
- ✓ Fonts should be professional and clearly legible.
- ✓ Avoid using pronouns, such as “I,” “we,” “my,” and “our.”
- ✓ Use present tense for your current positions and past tense for past positions.
- ✓ Spell out acronyms and avoid abbreviations.

Each resume must be tailored to the specific position you are applying for!

Contact Information

- Include full name (BOLD and at least 14 pt. font), home address, city, state, zip code, and best contact telephone number.
- Be sure to list a professional email address (example: firstname.lastname@email.com)

Professional Profile Section

- Professional profiles are no more than three sentences, and briefly describe yourself, experience, abilities, and strengths that are relevant to the position.
- Employers no longer want to see an objective. However, if you do decide to use an objective, be sure that it is specific to the position (include name of position and employer) in which you are applying for.

Education Section

- List most recent or current school first (include Chaffey College). Include name of school, city, state and date or expected date of graduation.
- Be sure to spell out major and the degree working towards.
- List GPA if 3.5 or above.
- Only include high school if you’ve been out less than two years.
- Can include relevant coursework and class projects that relate to career objectives or position you are applying to.

Experience Section (Related Experience)

- List jobs and work experience directly related to the position you’re applying for.
- 3-5 bullet points, starting with an ACTION VERB (ex. Promptly respond), JOB DUTY (ex. to 15-50 telephone calls and email questions), and RESULT (ex. per hour presented by faculty, staff and students)

Other Sections and Ideas to add to your Resume

- Additional work experience (unrelated to the position), volunteer, and leadership experience can be listed here.
- Clubs, organizations, affiliations, honors, awards and special talents.
- Skills, such as computer and typing skills, knowledge of specific software programs, and languages.
- List specialized certifications (example: Food Handlers certificate, CPR/First Aid) and provide expiration dates if applicable.

Resume Do’s

- Maintain current contact information
- Use data to describe experience
- Continuously update your resume
- Include relevant key words specific to the position
- Be honest

Resume Don’ts

- Include employer addresses, supervisor names and salary information
- References, photographs, disclosing personal information (i.e. age, marital status, etc.)
- Use jargon, slang and conjunctions
- Lie or exaggerate