

The Art of Resume Writing

Your resume is a working document highlighting the skills that make you an experienced asset to a potential employer. It is unique, but always expresses a goal or objective you want to achieve by outlining your educational and experiential accomplishments as well as skills and awards pertinent to the present time in your life: the job search. As text, your resume is always a work in progress. It is never quite complete. There will always be highlights in your professional path to add throughout your life.

Your resume should not exceed one page. A resume is like a poem. Every word counts. There should be no errors. Engage several people, family, friends, professors, counselors, in a resume critique. Ask them what they think your resume says about you. Ask them what stands out. Ask them what changes they would make.

After your name and contact information, your **goal or objective** is what reviewers read next. It helps keep everybody on the same page and informs the reviewer what you are looking to accomplish. Be specific. Be brief. State the position desired and be sure to include the name of the company if known.

Education is described first because it is a continuous accomplishment that, as a college student, is most prominent in your life today. As you move on in your career, your experiences could very well supersede your educational accomplishments. You may then want to consider moving degree(s) information to the lower part of the resume.

Experience is the heart of your resume. You can list any work, volunteer, internship, or experiential learning activity. Your experiences demonstrate to prospective employers the skills you value and can bring to the organization. Wording is critical. Almost poetic. Stand out; do not conform to cliché. It's a safe bet that any employer will be looking for someone with intelligence, leadership skills, integrity, and who can demonstrate responsibility and strong work ethic.

Skills or qualifications highlight what your experience may not. You may want to include computer skills, language fluency, or certifications such as CPR.

Awards and Honors should not be overlooked as potential highlights on your resume. These details show that someone believes in you and your potential. Include scholarships that you have received. Be exact with names of such awards and honors.

There is no standard resume format. Your format reflects you. The most important part of the resume is its **content**. The **style** in which you format your resume is the next most important part. Generally, the style will follow the content. Prospective employers will be looking at stacks of resumes. The average time a resume spends in front of a reviewer's eye is 25 seconds. How will your resume earn you a second look?

What is in a resume?

1. Contact Information:

Your name and contact information provides the way(s) in which a company can get in touch with you after reading through a promising resume. Be sure you have an email address that is appropriate for professional use.

2. Goal/Objective:

An objective states what you are looking to provide or receive from the position you are applying for

3. Education:

This section highlights your educational achievements. For many recent graduates, this is an important section because your work experience may not be as built up as you want to see it going forward.

4. Experience:

This section highlights any work, volunteer, experiential learning activities you have invested yourself in for your future.

5. Skills:

This section notes valuable experiences, certifications, language abilities, computer skills that will enhance your productivity on the job.

6. Honors/Awards:

This section lets prospective employers know that people believe in you. It is important.

Once your resume is complete and you are satisfied with what it says about you, you can write your **reference page** and **cover letter** because you will need those documents during your job search.

Use the following resume brainstorm pages to help get you started and categorize your experiences.

Resume Brainstorm

Name _____
Street Address _____
City, State, Zip Code _____
Phone Number _____
Email Address _____

Skills (list specific computer program knowledge, certifications such as CPR or lifeguarding, language fluency, etc.)

Education (Include high school, year of graduation, degree)

Awards Received

Volunteer Experience (list all volunteer positions beginning with the most recent)

Internships; Experiential Learning

What does a resume look like?

How you format your resume is largely up to you. Present yourself in the formatting of your resume. Tips from people who read resumes include: keep it to one page only. It should be clean, easy to read, easy on the eye. It should be consistent. Make sure your punctuation, font, style, grammar, and syntax are the same throughout the resume. Use words and vocabulary that complement the field in which you are applying. Use strong verbs when writing the phrases that exhibit your experience. A list of strong verbs is below.

Following the word list are a few examples of resumes to help give you some ideas. Don't stop there. Do your own additional research and exploration. Incorporate aspects from formats that resonate with you. Don't be afraid to make changes.

Amplify	Evaluate	Participate	Treat
Analyze	Expand	Perform	Trace
Apply	Facilitate	Persuade	Uncover
Administer	Familiarize	Pinpoint	Undertake
Advise	Forecast	Pioneer	Use
Condense	Formulate	Plan	Unify
Control	Find	Prepare	Volunteer
Consolidate	Generate	Present	Widen
Contract	Guide	Prevent	Withdrew
Coordinate	Hire	Process	Write
Complete	Implement	Produce	Win
Compile	Improve	Program	
Compose	Improvise	Propose	
Compute	Incorporate	Prove	
Conclude	Increase	Provide	
Conduct	Influence	Proficient in	
Correct	Initiate	Publish	
Counsel	Inspect	Purchase	
Create	Install	Recommend	
Cultivate	Instruct	Redesign	
	Insure	Reduce	
	Integrate	Reinforce	
	Interpret	Regulate	
	Intervene	Report	
	Interview	Research	
	Introduce	Resolve	
	Invest	Revamp	

Christopher W. Chang

171 White Plains Road, Bronxville, New York 10708

Ez2rememberChris@gmail.com

253.298.0746

- GOAL** A bank teller position at Bank of America - New York.
- EDUCATION** Bachelor of Science, International Business/Psychology
Concordia College, Bronxville, NY (May '08)
- EMPLOYMENT**
- Concordia College**, Bronxville, NY ('04-'07)
Multi-media Specialist - Created informational documents in graphic form for presentations.
Office Assistant - Secured the college campus by locking and unlocking buildings and directed calls received at the main desk.
- Follett Corporation**, Bronxville, NY ('06-'07)
Floor Representative - Opened and closed register drawer, stocked inventory and greeted customers.
- Crescent Enterprises**, Bronxville, NY ('06)
Accounting Assistant - Created a system to organize processed checks, balanced company checkbooks and responded to financial and product inquiries from customers abroad.
- American Eagle Outfitters**, Tacoma, WA ('03-'04)
Sales Representative/Cashier - Welcomed shoppers to the full store experience by providing a variety of friendly fashion options and servicing a prompt receipt transaction.
- Great Wall Casino & Restaurant**, Tacoma, WA ('01-'04)
Host/Cashier - Processed customer receipts and arbitrated customer complaints ensuring satisfaction between both parties.
- Joong-Ang Presbyterian Church**, Lakewood, WA ('01-'04)
Instructor - Taught weekend classes for children and young adults in book reading, biblical messages, and creative arts.
- QUALIFICATIONS** Formal training in the full Microsoft Suite
Keyboarding skill 90 words per minute
Conversational fluency in Korean
Certified in C.P.R.

Carlos Vazquez

1691 Eastburn Avenue Apt. 2D Bronx, NY 10457
917. 355. 2414 cvazquez@concordia-ny.edu

Goal

A laboratory position at Westchester County Environmental Laboratory.

Education

Bachelor of Arts, **Biology**
Concordia College, Bronxville, NY May 2007

Experience

Biology Researcher

Gathered information on benzoyl peroxide and salicylic acid in acne medicine. Obtained samples of *Staphylococcus epidermis* to observe if acne medication limits growth on the skin. Conducted experiment testing the medication on human subjects. Drew scientific conclusions on the effects of acne with the use of medication. Wrote a laboratory report synthesizing the results of the experiment. Presented research to biology department.
2006-2007 Concordia College Bronxville, NY

Resident Assistant

Active role model for students. Arrange activities and events for the community. Counsel residents about roommate disagreements and dormitory issues. Earn trust and respect of residents. Enforce the rules and regulations of the college.
2006-Present Concordia College Bronxville, NY

Student Librarian

Operate circulation desk and check out books for the community. Refer students to resources for research. Arrange books according to the Library of Congress system.
2004-Present Scheele Memorial Library Bronxville, NY

Student Security

Initiate security protocol during emergencies. Welcome and direct guests to facilities and events on campus. Transfer incoming phone calls to students and faculty and staff.
2003-Present Concordia College Bronxville, NY

Camp Counselor

Motivated children to participate in baseball, tennis, basketball. Designed activities including kickball-baseball and super relay races for children. Encouraged sportsmanship and team work for children. Assist in first aid treatment.
2005-2006 Summer at Concordia Bronxville, NY

Mentor

Built a professional relationship with teenagers. Displayed trustworthiness showing interest in teenagers' hobbies including movies, baseball, and basketball. Responded to questions pertaining to future educational opportunities.
2004-2005 Administration for Children Services Bronx, NY

Vice President and Secretary

Create events to raise money for charities. Schedule weekly meetings to discuss activities. Recruit new members annually. Formulate a counsel with other campus Greek organizations.
2003-Present Delta Omega Pi Bronxville, NY

Qualifications

Fluency speaking and reading Spanish
Formal training in Microsoft Office, PowerPoint, HTML Coding
Type forty words a minute
Certified in First Aid and CPR

