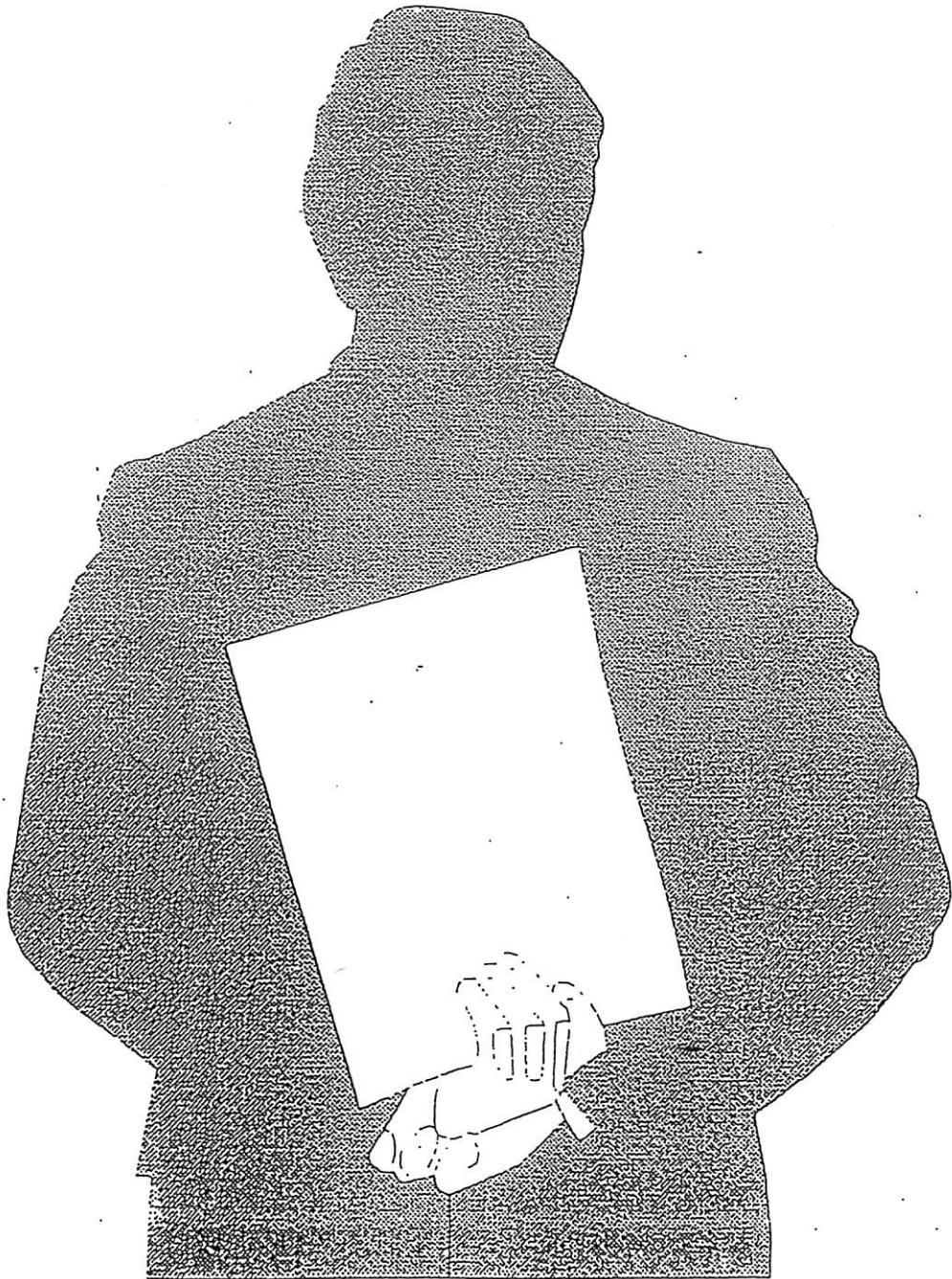


RESUMES



USE ACTION WORDS



- Begin each statement with an action verb.
- Write each statement as a phrase, not a sentence
- Keep phrases short
- Numbers and percentages are powerful

Accomplished	Maintained	Led	Established
Initiated	Conducted	Compiled	Reported
Achieved	Managed	Made	Persuaded
Inspected	Constructed	Composed	Planned
Adjusted	Mixed	Created	Determined
Instructed	Controlled	Operated	Prepared
Judged	Motivated	Cut	Developed
Built	Moved	Organized	Presented
Justified	Conseled	Designated	Devised
Directed	Promoted	Fabricated	Figured
Evaluated	Revised	Served	Sold
Researched	Exhibited	Drove	Enlarged
Entertained	Reorganized	Equipped	Replaced
Graded	Guided	Handled	Headed
Supervised	Taught	Tended	Trained
Protected	Encouraged	Recorded	Reduced
Implemented	Won	Improved	Wrote
Compared	Negotiated	Administered	Produced
Increased	Invented	Analyzed	Interviewed
Designed			

Objectives

(a.k.a. Career Goal, Job Objective, Job Target, Opening Statement, Position Desired, Position Sought, Professional Objective, Career Objective)



- Make employers' jobs easier
- Should have a career goal in mind (even if you do not plan on using one) before writing your resume so you will know which skills to highlight
- May change throughout course of your job search. If you have access to a personal computer, tailor your resumes to job openings. (personal computers with resume programs are available in the Information Resource Area)
- You may have more than one. Make different resumes for each objective (highlight your skills to match your objective)
- Keep it short and sweet.
 - A production position
 - A clerical position
 - A management position

FOOD FOR THOUGHT.

The people who seem to take the longest time to find a job are often the ones who insist on writing a "generic" resume, telling everything they ever did or every skill they're using, but fail to focus that information onto a specific objective. They HOPE the employer will figure out what job would fit them but employers rarely operate that way.

SKILLS

(a.k.a: Skills & Abilities, Qualifications Summary, Related Skills & Experience, Summary of Qualifications, Qualities, Accomplishments, Special Skills, Related Skills)

- Use job content skills (relate to a particular job or type of job)
 - 12 years clerical experience
- Use transferable skills (general skills that can be used in a variety of jobs)
 - Proficient in WordPerfect for Windows
- Use self-management skills (skills you use every day to survive and get along)
 - Perfect attendance record
- Use numbers
 - they catch the employer's eye when scanning
 - usually impress employers
 - are easy for employers to remember
- Make sure you list statements you can prove. Don't just say "I am dependable."
Make a statement like "Perfect attendance for the past 5 years".
- Use bullets to highlight these skills
 - are easy on the employer's eye
 - helps each one have more impact

Work Experience

(a.k.a. Business Experience, Related Experience, Employment Record, Experience, Work History, Military Experience, Employment History, Volunteer Experience)

- * Should be more than just a job description
 - Use numbers
 - Talk about levels of responsibility
 - Try to bring out duties that are relevant to your objective
 - Use action words
 - The EZ DOT & CHOICES computer programs in the Information Resource Area may be helpful
- * Do not leave off dates (if you have gaps in your work history you can down play dates by putting them in parenthesis on the right hand side, etc.)

- * Explain gaps in work history if possible.

1990 - 1993 Full-time Homemaker

- * If you are making a major change in careers downplay this section of your resume by only listing places & dates of employment with no duties listed. If you do this you must really concentrate on your skills & or education section.
- * If you have had several temporary positions, you may combine them into one work history entry.

11-92 to 12-93 Various Temporary Positions

- Laborer at S.I.A.
- Forklift Operator at Fairfield
- Machine Operator at Rea Magnet Wire

- * If you are 55 or over be careful about how far back you go in your work history. Do not give employers the chance to discriminate.



Education & Training

(a.k.a. Training & Seminars, College, Vocational Training, Military Training, Self-improvement)

- List only training that is relevant to your objective
- You will want to highlight or downplay your college degree, depending on whether or not it is relevant to what you are applying for.
- If you have education/training in the area you are applying for, but little experience, you may highlight particular classes and move this section near the top of your resume.
- It is ok to leave dates off this section if you think they will cause the employer to discriminate against your age

Other Possible Resume Categories

HOBBIES, PERSONAL, VOLUNTEER ACTIVITIES,
COMPUTER SKILLS, MACHINES OPERATED,
LICENSES, MEMBERSHIPS, ETC.

- The only time you should use one of these sections is when the information is relative to your objective.

- You should never mention anything personal like:
 - height
 - weight
 - marital status
 - # of children

- Be careful not to mention anything that may cause an employer to discriminate. i.e. church organizations; memberships, etc.

References

- No need to say "REFERENCES: Available upon request." Employers *expect* you to provide them if requested.
- Make up a separate sheet for your references.
- Most people usually provide 3 to 5 references.
- List your reference's:
 - name, title (if appropriate)
 - place of employment
 - address
 - daytime phone number
 - number of years you have know them
- Do not mail your references with your resume unless the employer requests them. (*it is just another piece of paper for them to read*). Take them to the interview with you.
- Always ask permission before using someone's name for a reference.
- Give your references a copy of your resume so they will be familiar with your skills when asked about them.