



Creating a Resume

A resume should be in a professional format, using a standard size 12 font such as Times New Roman. Print only on one side of the paper after using spell-check and proofreading your work. Keep a copy of your resume on a data storage device so it can easily be printed at any time. It should be periodically updated and always geared toward the specific position for which you are applying.

Heading: The top part of your resume should include your name, full address (no P.O. box), phone number and email address. This gives the personnel department or employer the option of how to contact you.

Career Objective (Optional): The example illustrates how to write a career objective. This could be used for an entry-level position in a large company in which you want a career leading to a position such as executive assistant.

If you want to apply for a job in design, then your resume could be more creative to illustrate your design abilities. Before you do so, I suggest you be familiar with the company's work so you know what they are about and if you would be comfortable with their design approach. If their style of design is more conservative than what you are interested in, then you need to make a decision whether that is the company you want to work with in community. Work is a team effort and you are looking for a community where you feel comfortable and supported.

Experience: This section includes your work experience starting with your most recent job. It should have your employer's company name, city and state, dates employed, and a summary of your activities that are pertinent to the job you are applying for. Make sure the contact information is correct. In the example, note each task listed under work experience begins with an action verb rather than being a passive statement.

If you only have a part-time job, list it first. Then list internships and things you have done that would show responsibility and the ability to work with others. This would include community service, a regular babysitting job, volunteer work or tasks done at home or for another person for a period of time. Being responsible for younger siblings, tutoring family members or younger students, etc., could be included if you have not had paid employment.

Before you write this section, think about all your responsibilities and make a list of them. Family members may be able to help you. Decide how you could use each as an asset for the job/career. A resume is always geared to the specific position you are applying for at a company. It should be changed each time you apply for a new opening, customized to meet the requirements of the open position. Everything on the resume must be true. If you are not honest with the information, an

employer can easily fire you even after you have been hired.

Education: List any degrees or certificates for completed programs, especially if applicable to the job opening. List the school you graduated from and the certificate or level of expertise accomplished. If you are about to complete a program, then note the date it will be completed. If there is any other information that would be helpful in obtaining the job, then it may be added discreetly, but only if it is important to the position or company.

References: Place your references on a separate sheet of paper and give it to interested employers. On the resume itself, you may state references are available upon request. This lets the employer know you can provide recommendations and keeps your resume from being crowded with information that might not be necessary. If an employer is interested, you can offer a list of references. Include the person's name, occupation, the company's name, phone number and/or email.

Your list may include teachers, supervisors, and adults who know you. Before you use a person as a reference, you must ask their permission and how they prefer to be contacted; by cell, work or home phone, email, or both. This gives the person an opportunity to say no if they feel uncomfortable giving you a recommendation. Not asking puts the person listed in a difficult position, unprepared for what might have been an outstanding reference. Your list should include three up-to-date sources.

Review/Check:

1. Is your one-page resume balanced and 'framed' with white space rather than crowded?
2. Have you spell-checked and proofread for spelling and correct information?
3. Did you use a size 12 standard font?
4. Is the page neat? (no smudges, marks, or creases in the paper, etc.)
5. Is all the contact information correct?
6. If you have no work experience, did you use community service, volunteer work, babysitting or household duties to show responsibility?
7. Do your papers offer a positive representation of your work?
8. Did you put your resume, references, and cover letter on a data storage device for future use?