

HOW TO WRITE A RESUME

YOUR NAME

Street Address City, State, Zip telephone number with area code
Name and telephone number of employment consultant (if you wish)

Profile, Highlights of Qualifications or Objective

Profile – two or three sentences about what you are looking for, your experience, who you are as a worker, skills/abilities

Highlights of Qualifications – Bullets of skills, abilities, experience. More professional, less personal than profile

Objective – what type of job you are looking for. Less information than profile or highlights; for those who are looking for only one type of job. Can be used in combination with highlights instead of profile.

Employment Experience

This can be listed in two ways: **chronologically** (if you have limited work experience and are looking for a job doing the type of work you most recently have done) or **functionally** (if you have a lot of work experience and skills in a variety of areas that you are marketing for more than one job)

Look at the next two pages for an example of each of these types of resumes. In each, you need to convey what you have done on previous jobs/volunteer experiences/internships/training programs/ in school that is a skill or task that an employer may hire you for. Be sure to use action words that describe what you can do, how much of what you can do (quantity) or how well you can do it (quality). Use feedback from teachers, supervisors, and trainers in this section of your resume to market yourself to the employer. Get two people to read the whole resume after you are done to check for spelling, content and grammar.

Education

List your date of graduation and school from which you have graduated.

Other

If you have done some volunteering, belonged to any committees or boards, have special interests or skills, have published articles or letters, or anything else work related that sets you apart from the crowd, you can list it separately on your resume. Follow the format used for listing work experience and education.