

The Resume

A guide to writing effective resumes
and cover letters



Introduction

The MCCC Office of Career Services is pleased to provide job search assistance to students and alumni of Mercer County Community College.

Among the support services offered to the job seeker are workshops and materials related to preparation of the resume. This publication is primarily for use by individuals seeking entry level jobs, with little or no experience in the particular field to which they are applying.

The helpful hints and sample resumes and cover letters illustrate the common formats used and will help improve the quality of your resume. Remember, the purpose of the resume is to get you an interview. A good resume...

- Is about the job hunter – not about the job hunter’s history.
- Focuses on the future – not the past.
- Focuses on achievements or accomplishments – not on job descriptions.
- Documents and prioritizes skills the job hunter enjoys using – not abilities they used in the past just because they had to.

Mercer County Community College
Enrollment and Student Services
Office of Career Services

Student Center, Room 229
609-586-4800 ext. 3397
www.mccc.edu/student_services-counseling_career.shtml
The Resume



Things to Remember Before You Start

Think of your resume like an advertising copywriter thinks about an advertisement. You are promoting something – You! Ask yourself, “How can I catch the attention of the reader to make myself stand out from every other candidate?” Create a desire for the employer to invite you in for an interview by proving your ability to meet their needs and showing them how you produce results. Zero in on what the employer needs, not what you want. Position your strongest selling points on the top half of the first page. Don’t hide them at the end.

Consider these steps as you prepare your resume:

- What kind of job are you looking for?
Every word you put on your resume should somehow be relevant to that job.
- Brainstorm and make a list of the skills, knowledge, and experience you have and are needed for the desired job.
- For each skill you list, think of accomplishments that illustrate the skill and describe each accomplishment in terms of how it benefited the employer.
- Make a list of all the jobs you’ve had. Include internships, volunteer work, part-time work, and school or community activities.
- Make another list of your training and education related to the job.
- Create multiple resumes for multiple job targets.
One resume doesn’t fit all jobs.



Choose a Resume Format That Fits Your Situation

Chronological

This style focuses on where and when you’ve worked, beginning with your most recent employment, and goes backward in reverse chronological order. It works best for individuals with consistent work histories with no gaps. It also works well for those who have had increasing responsibility and who are advancing in the same field. Many employers prefer this format.

Functional

This style focuses on the job functions you have performed rather than where and when you performed them. The functional resume is especially useful for those who have had several jobs, have gaps in their work history, are changing careers, or are re-entering the job market. Employers are sometimes suspicious of this format, thinking the candidate is trying to hide employment gaps or something worse. It is also more difficult to write.

Combination

Providing your job functions at the top and your job history in a list at the bottom of the resume is known as the combination format. This style may benefit individuals whose situations are similar to the functional resume writers.

What to Include in Your Resume (Regardless of the Format You Choose)



Contact Information

At the top of the page, include your proper name, current address with zip code, phone number with area code where you can be reached from 9 a.m. to 5 p.m., and e-mail address (which is appropriate for any serious job seeker) if you have one. Make it as easy as possible for employers to contact you. Your name should be in a size 14 font in bold to make it stand out. The rest of your resume should preferably be in a size 12 font, using Times New Roman, Arial or Courier fonts.

Job Objective

Some people prefer to include their objective in a summary statement. Most people find that including an objective helps them give focus to their resume. Put the objective after the contact information. For the objective to be effective, it needs to include: the specific kind of work you want to do, the industry in which you want to do it, the level at which you want to work (e.g., entry), and the benefit you bring to the employer.

Example:

A store manager position for a leader in the men's clothing industry where my experience in retail and business education will be an asset.

Qualifications Summary

Most current resumes include either a bulleted or paragraph summary of the job candidate's key selling points. It is accomplishment-oriented and includes many key words in the target job category. A typical group of highlights includes:

- How much relevant experience you have in the targeted field
- What your formal training and credentials are, if relevant
- One significant accomplishment, very broadly stated
- One or two outstanding skills or abilities relevant to the field
- A reference to your values, commitment, or philosophy if appropriate

Example: (of a summary with a corresponding job objective)

Objective: Position as an account clerk in a business that can use my recently acquired cutting-edge skills.

Qualifications Summary

- Internship experience using newest accounting computer programs
- A.A.S. degree with honors in accounting
- President of student accounting club – initiated speakers program
- Demonstrated ability in organizing, follow-through to the last detail
- Committed to producing results above and beyond what's expected

Special Skills

If you think these could add to your qualifications, identify computer skills, technical skills, knowledge of foreign languages, and special training at the bottom of your resume.

References

Do not list your references on your resume. You may say “References available upon request,” but it is not necessary. Prepare a separate list with names, titles, addresses and phone numbers of individuals who have agreed to provide reference information. You should also specify what relationship you had/have with them (e.g., co-worker, supervisor, clergy person, professor).

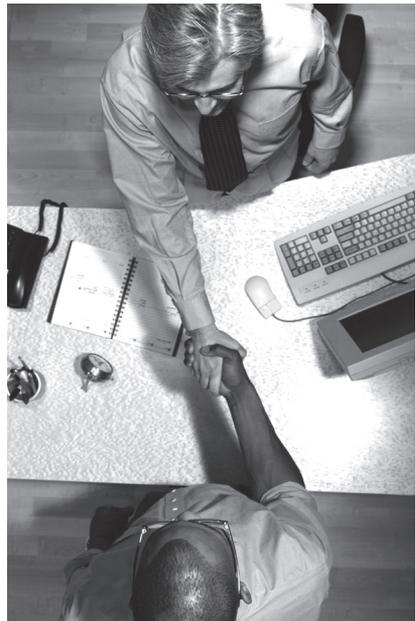
Resume Do’s and Don’ts

Do...

- Proofread, have a friend proofread, then proofread again.
- Be clear, concise, specific and honest. Never lie on a resume.
- Print on quality white or off-white paper using a laser printer.
- Make your resume visually appealing and easy to read.
- Remember, your resume is a marketing tool. It reflects what you have to offer.
- Try to fit your resume on one page, or two pages if you’ve had more than 10 years of work experience.

Don’t...

- Specify salary requirements or reveal salary history.
- Write long paragraphs or sentences.
- Exaggerate your accomplishments.
- Forget the purpose of the resume: to get an interview.
- Use resume templates if you want an unusual format.
- Include personal information such as age, religion, ethnic background, marital status, height and weight.



Action Words for Resumes

The following “action” words can be used as the first word of sentence fragments in your resume. Always begin your statements with an action word that describes a certain skill or ability you possess. A thesaurus can be a helpful tool in this process!

accelerated
adapted
approved
conducted
contracted
coordinated
delegated
designed
directed
edited
enlarged
evaluated
expedited
guided
improved
initiated
invented
maintained
negotiated
originated
pinpointed
produced
proved
provided
researched
reviewed
set up
streamlined
structured
taught
trimmed
unraveled

accomplished
administered
completed
conferred
controlled
created
delivered
developed
doubled
effected
equipped
exhibited
formulated
helped
increased
installed
launched
managed
operated
participated
planned
promoted
proposed
reduced
reinforced
revised
sold
solved
supervised
trained
tripled
widened

achieved
analyzed
conceived
constructed
converted
cut
demonstrated
devised
drafted
eliminated
established
expanded
generated
implemented
influenced
interpreted
lectured
motivated
organized
performed
prepared
programmed
recommended
recorded
revamped
scheduled
simplified
succeeded
supported
translated
uncovered
wrote

How to Prepare a Resume for E-mailing and Computer Scanning

Due to the greater number of job openings and job candidates along with smaller Human Resource staffs, most large organizations use computers rather than humans to accept, process, store and review resumes. This means that most job seekers need to have two versions of “computer friendly” resumes in addition to a paper one. Consequently, new formats are needed that will enable the computer to scan your resume in a readable format. The scannable resume can be mailed to the employer. The electronic or e-mail resume is sent as an e-mail message, or attachment, to the employer.

Scannable Resumes

- Use standard typefaces such as Arial, Times Roman, or Courier New in font size 10 to 12 points.
- Avoid italics, script, bold, and underlining. Instead, use capital letters for highlighting.
- Eliminate graphics, borders, boxes, and shading. Do not use horizontal or vertical lines.
- Use asterisks or plain round bullets.
- Print on white or off-white paper from a laser printer, which delivers the most contrast.
- Do not fold or staple your resume. Mail in a large envelope.
- Keep text left-justified, with a ragged right margin.
- Position your name, and nothing else, on the top line of the resume.

Resumes for E-mailing

Many employers will not accept attachments due to the possibility of viruses. Send your resume as an e-mail message with your cover letter as part of the document. To avoid formatting problems, you will need to create a new version of your resume by following these steps:

- With your typed resume on the screen in your word processing program, change the left margin to 1.0 and the right margin to 2.0, then select the Save As feature and click on “text only,” “plain text” or ASCII. Rename file.
- Close the file and then open the text editor program in your computer, such as Notepad, and review how the resume will look to the employer. You’ll see that your resume has been reformatted and the text is left-justified. You’ll need to do some cleaning up of the new version.
- Fix any glitches. Set off category headings by using ALL CAPS.
- Save your changes in Notepad. Do a test run; send an e-mail to yourself by selecting and copying your e-resume, then open your e-mail program and type a brief cover letter. Two lines below that, press Ctrl + v to paste in your e-resume.

When e-mailing, you want to motivate employers to open your e-mail and read your resume. Put in the Subject area of your e-mail something like “Award-winning Web designer, 6 years exp.” -- more than the words “job seeker.”

ASCII Resume Example

Your Name

Your Town, State Zip

Your Phone

E-mail

=====

OBJECTIVE

Administrative Assistant position in the Marketing Department
at Best Foods, Inc.

SKILLS

- Computer: Windows NT/XP; Microsoft Excel, Word, PowerPoint, Publisher and
- Outlook; HTML, Dreamweaver, Internet
- Type 65 wpm
- Language: Bilingual in Spanish and English

EDUCATION

A.A.S., Office Systems Technology
Mercer County Community College, West Windsor, NJ
Date of Graduation: May 2003
GPA: 3.5/4.0

PROFESSIONAL EXPERIENCE

CLERICAL ASSISTANT

Hamilton Town Accountants, Hamilton, NJ Oct. 1999 to Present

- Manage all records for 10 Accountants
- Created new filing system improving efficiency
- Utilize Excel spreadsheets to store client information
- Set client appointments, answer questions in person and over the telephone

DATA ENTRY OPERATOR

Fleet Bank, Fair Lawn, NJ Sept. 1998 to Oct. 1999

- Entered invoices, checks and payments

The Cover Letter

You should include a cover letter with every resume or application you send. Your cover letter is really a sales letter that tells the target employer why hiring you would be beneficial to him or her. It calls attention to your resume, in which you outline in detail what you can do for the employer. Go the extra mile to find a specific name to whom you address your letter.

As in any business letter, the cover letter contains three main parts: the introduction, the body, and the closing. Begin by addressing your reader's needs rather than describing your own.

The introductory paragraph needs to announce the purpose of the letter -- your intent to apply for a particular job opening that you saw in an ad or heard about -- and it should give the reader a compelling reason to read on. Use a strong opening statement that grabs the reader's attention. If a mutual friend told you about the job, use his or her name as an introduction as long as you have their permission to do so. Do research on the company and demonstrate your initiative and knowledge by working in a fact about the company that isn't common knowledge.

The middle paragraph explains why you think you are qualified for the job and, more importantly, what you can offer to the company. Explain briefly your current situation and why the position you are writing about interests you. Expand upon one or two points from your resume. Make reference to the job description and tell the reader directly what specific qualities you can bring to the job. Only if a want ad requests salary history or requirements should you include that information.

The closing paragraph specifies the desired next action. You can either tell the reader that you will call them, or you can ask them to call you to set up a meeting. Be sure to provide a way for them to reach you easily during business hours.

Some other important points:

- Compose the letter in business letter format: your address, date, their address, colon after salutation, leave space to sign letter, type name under signature, type the word Enclosure at the bottom if you enclose your resume.
- Preferably address your letter to the hiring manager of the department to which you are applying. Ask Human Resources for the correct spelling.
- Focus your letter on the employer's self-interest.
- Limit the letter to one page and use the same high-quality paper and printer you used for your resume. Address job qualifications listed in the ad.
- Tailor each letter to a specific job and learn all you can about the employer.
- Write confidently, without bragging or flattering. Be positive and direct.
- **PROOFREAD!** Have someone else look at the letter. No mistakes allowed.
- Don't forget to sign the letter. Omitting anything so simple is a sign of carelessness.

Sample Cover Letter

Glen M. Doherty
645 Franklin Square
Hamilton, NJ 08690

April 8, 2005

Patrick Barnett
Director of Operations
RH Company Inc.
1400 Prospect Blvd.
Ewing, NJ 08660

Dear Mr. Barnett:

As assistant manager of customer service at a local supermarket, I have developed techniques for selling that I believe will interest you. That is why I am writing in response to your ad in the Trenton Times for a customer service manager. At a time when the economy is so unstable, I am sure RH Company would benefit from my background and experience.

I indicated on the enclosed resume that I will graduate with a GPA of 3.7 in Marketing and am anxious to put my knowledge and skills to work. In my present employment, I have gone about as far as I can go and am looking for a position with increased responsibility. Since an expansion in sales is what you need, I have a proven track record with boosting sales by 40 percent in one year. Also, I have other revenue generating ideas that I would like to discuss with you. I paid for my college education while working part time. I am not afraid of hard work to get a job done.

I will call you during the week of April 14 to learn when a meeting can be arranged. Should you want to talk to me before that, I can be reached at 609-587-2094.

Sincerely,

Glen Doherty

Enclosure

Sample Cover Letter

Michelle Brooks
19 Forest Blend Lane
Mercerville, NJ 08722
609-566-4097

September 27, 2005

Ms. Dorothy Ramano
Head, Medical Laboratory
St. Johns Medical Center
Cranbury, NJ 08844

Dear Ms. Ramano:

The description of the medical lab technician position related to me by my friend and your colleague, Laura Birch, sounds like an opportunity where I could make some significant contributions. Laura explained that you expect top-quality work and have the highest standards she has observed anywhere.

Since you need someone to step in right away, you wouldn't need to spend any great amount of time training me because I have a good grasp of the subject. In addition I wanted to assure you that:

- In my coursework at Mercer County Community College I maintained a 4.0 GPA
- On the certification exam given by the American Society for Clinical Pathologists I scored in the above 90th percentile.
- I had a medical lab internship at Robert Wood Johnson Hospital.
- I participated in over 720 hours of clinical practice as part of my course work.

St. John's Medical Center is one of the finest hospitals in the region. I am prepared to work at the high standards you ask for.

I would like to meet with you soon to discuss some of the ideas I can bring to this job. I can be reached at the above number during normal business hours.

Sincerely,

Michelle Brooks

Enclosure

Sample Resumes



Photographer Resume – Chronological

FIRST NAME LAST NAME
Street Address
City, State Zip
(Area Code) Phone Number
E-mail Address

OBJECTIVE

To obtain a photography position in a corporate environment.

RELATED SKILLS

- Darkroom Equipment and Processing
- Enlarger- Omega, Bessler, black and white prints
- Film developing, matting prints, color negative printing, spot tone prints

Camera

Large format
Medium format
SLR 35mm (manual)

Computer

Adobe Photoshop
Adobe Image Ready

EDUCATION

A.F.A., Visual Arts/ Photography, 2003
Mercer County Community College, Trenton, NJ
GPA 3.5, Phi Theta Kappa Honor Society

KEY COURSES

Photography I and II	Color Photography I and II
Professional Lighting	Large Format Photography
Portfolio Preparation	Equipment, Materials & Processes
History of Photography	Electronic Photographic Imaging

RELATED EXPERIENCE

(Intern) Photographer Assistant Four Star Studio E. Windsor, NJ
Jan. - May 2003

- Loaded and pulled film.
- Set up lighting on sets.
- Set up and tore down sets on location shoots.

Wedding Photographer Assistant 2001-2003

ADDITIONAL EXPERIENCE

Print Shop Assistant MCCC Trenton, NJ
2002-2003

- Hot glue, NCR glue, cutting machine, folding.

REFERENCES

Available upon request

Electronics Engineer Resume – Chronological

FIRST NAME LAST NAME

Street Address

City, State Zip

(Area Code) Phone Number

E-mail Address

OBJECTIVE

To obtain a position in the field of telecommunications and electronics in a company that can benefit from my technical skills and experience.

TECHNICAL SKILLS

Knowledge of computer systems and programs including DOS, Windows XP, Novell, Excel, Word, UNIX, Powerbasic, and C Language. Basic electronic skills include soldering, multi-meter oscilloscope, and breadboard use. Knowledge of basic logic gates and other digital components. Worked along with the 8085 microprocessor to learn basic sequential logic design, microprocessor architecture, and machine level programming.

EDUCATION

A.A.S., Electronics Engineering Technology, 2003
Mercer County Community College, Trenton, NJ

Certificate, Electronics Technology, 2000
Sussex County Technical School, Sparta, NJ
National Honor Society Second Place, State VICA Competition

KEY COURSES

- Local Area Networks Electricity and Electronics
- Advanced Digital and Microprocessors
- Technical Computer Programming
- Digital Principles
- Technical Computer Applications
- Data Communications

RELATED EXPERIENCE

Process Technician Lucent Technologies, Princeton, NJ Spring 2003

- Involved with all forms of production of a cellular phone base station.
- Basic assembly, testing of products, and troubleshooting of failed products

ADDITIONAL EMPLOYMENT

Recruiter Commtech Employment Services, Hightstown, NJ 9/01- Present

- Responsible for recruiting a technical range of candidates for permanent job placements
- Reviewed candidates.

Sales Associate Hidden Valley Ski Resort, Vernon, NJ Seasonal 1997- 2001

- Responsible for ski and snowboard rentals and sales.

Graphic Designer Resume – Functional

FIRST NAME LAST NAME

Street Address

City, State Zip

(Area Code) Phone Number

E-mail Address

OBJECTIVE

To obtain a position as a graphic designer for an in-house art department or an advertising firm. Specifically interested in page and cover design, logo design, and packaging.

COMPUTER SKILLS TECHNICAL SKILLS

Proficient use of Macintosh utilizing Adobe Photoshop, Adobe Illustrator, and QuarkXPress with strong design skills

Mechanical Ad Layout Production 35 mm camera using 28-200mm lens

EDUCATION

Candidate, A.A.S., Computer Graphics, May 2005

Mercer County Community College, Trenton, NJ

Current GPA 3.70, Academic Dean's List

COURSEWORK

Advertising Layout Production

Commercial Illustration

Color and Design

Computer Graphics

Graphic Design I & II

Typography I & II

Electronic Prepress

Photography I & II

Drawing I & II

Computer-Assisted Page and Cover Design

Marketing

DESIGN EXPERIENCE

- Brochure for F&M Landscape Design, 2003
- Company logo for Yes and Know Entertainment, 2003
- Logo for MCCC Middle States Self-Study, 2003
- Business card, envelope, & letterhead for Rocky Reed Express, 2002

HONORS / AWARDS

First place, MCCC Logo Competition, 2003.

Awarded Graphic Design Scholarship, 2002.

Member, Phi Theta Kappa International Honor Society.

INTERNSHIP

Graphic Design Intern, Spring 2003 Temel Communication Design, Inc., Boonton, NJ

Experience included design, revisions, research, scanning, setting text, and cutting, pasting, and assembling comps. Assisted with projects for ADP, Ricoh, and Environ.

EMPLOYMENT

Waitress -- Outback, Wayne, NJ, 2001-present

Computer Resume – Chronological

Your Name
Street Address
Town, zip code
Phone
e-mail

OBJECTIVE:

To obtain a challenging position in the computer field where a company can use my recent computer training

SKILLS:

Software: MS-DOS 6.2, Norton Anti-virus, Novel, Netware4, NT Workstation/Server 4.0, Windows 3.1, Windows 2000 and XP, Windows NT, Windows Explorer and Internet Explorer

Hardware: Scanners, hard drives, floppy drives, CD-ROMs, modems, Pentium motherboards, monitors, keyboards, partitioning, formatting, assemble workstation. Log on scripts, security users and groups, and I/O Controllers, A+ pending.

EDUCATION:

Mercer County Community College	Trenton, NJ
A.A.S. Information Technology, Computer Systems and Network Administration,	May 2004
APEX Technical School	New York, NY
Certificate in PC repair and Network Administration	1999

RELEVANT COURSES:

Basic Computer Hardware/Software
PC Services and Support
Data Communications
Networking Essentials
Netware LAN Administration Management of Computer Technology

EXPERIENCE

PC Technician	Bradstone Repairs	Allentown	2000-2004
<ul style="list-style-type: none">• Installed and configured software• Troubleshoot computer user problems• Staffed Help Desk – answered questions			

Forklift Driver	Alliant Technology	Cranbury	1996-1999
<ul style="list-style-type: none">• Troubleshoot and repaired forklift using micrometers and calibration equipment• Accurate and efficient distribution of materials			

Hotel Restaurant Management Resume – Combination

YOUR NAME

Your Street Address

Your Town, State Zip

Your Phone

E-mail

Objective: Management position with a large hotel banquet facility.

HIGHLIGHTS OF QUALIFICATIONS

- Excellent organizational ability
- Great staff motivator
- Strong management skills under deadline pressure
- Talented problem-solver
- Skilled in creating rapport with clients
- Self-starter

Certification: FDA Food Protection and Safety

RELEVANT EXPERIENCE

Management

- Supervise wait staff of 20 during day and evening shifts
- Hire and train new employees
- Coordinate schedules for all workers

Inventory Control

- Manage food and restaurant supply inventory
- Order supplies as needed
- Negotiate contracts and special orders with suppliers

Customer Service

- Assist individual and corporate clients with party and banquet planning
- Direct all activities during events
- Coordinate banquet room set up and break down
- Develop and implement marketing and public relations strategies to increase sales
- Organize special events, including: Taste of Ireland, Monday Munchies, Wednesday Wings (weekly); WKGO Radio's Live Band Bash, Community High School's Alcohol-Free Dinner and Dance (monthly); Sharp Electronics Corporate Open House, General Hospital's Charity Luncheon, United Way.

EMPLOYMENT HISTORY

2000-present	Manager	O'Malley's Restaurant-Mercerville
1997-1999	Assistant Manager	Scarpini Italian Restaurant-Princeton

EDUCATION

A.A.S. in Hotel, Restaurant and Institution Management,
Mercer County Community College, Trenton, NJ, December 2004

Business Management Resume – Chronological

YOUR NAME

Your Street Address
Your Town, State Zip
Your Phone
E-mail

OBJECTIVE: A co-op position in the field of business management.

SKILLS:

- Five years work experience
- Honor student in Business
- Computer skills: Microsoft Word, Excel, Access, Peachtree for Windows

EDUCATION: Mercer County Community College, Trenton, NJ

A.A.S., Business Management
Anticipated date of graduation: 5/06

RELEVANT COURSES:

- Introduction to Business
- Principles of Business Management
- Financial Accounting

WORK EXPERIENCE:

Administrative Assistant Lee Miles Transmissions, Cranbury, NJ
1/01 to present

- Answer customer questions concerning billing, scheduling and repairing of vehicles
- Enter information into computer, generate reports
- Update spreadsheet applications
- Fax documents and e-mails

Sales Associate Macy's Department Store, Lawrenceville, NJ
3/99 to 1/01

- Greeted customers and determined specific needs
- Assisted customers in purchasing various types of merchandise
- Explained operation of electronics and their warranties
- Maintained detailed paperwork for retail sales inventory

ACTIVITIES:

Assistant Coach for Hamilton Youth Soccer League
Member of Mercer County Community College Soccer Team

REFERENCES: Available upon request.

Media Resume – Chronological

YOUR NAME
Your Street Address
Your Town, State Zip
Your Phone
E-mail

OBJECTIVE

To obtain an internship position in the field of broadcasting

SKILLS

- Excellent communication skills, outgoing personality
- Good technical production knowledge
- Fluent in Spanish
- Windows XP, Microsoft Office including Word, Excel, and Access

MEDIA ACTIVITIES

- Compiled and read news and weather on Mayhem in the AM, radio broadcast live from MCCC
- Worked on Mercer Outlook, a live television show produced and operated by students from MCCC

EDUCATION

Mercer County Community College, Trenton, NJ
A.A.S. Radio/TV, in progress
GPA: 3.4

RELEVANT COURSES

Mass Media of Communication
Television Production I, II
Speech Communication
Radio Production
Directing for Television

WORK EXPERIENCE

Home Depot, Hamilton NJ Sales Associate 2000-Present

- Coordinate and instruct product knowledge classes for associates
- Provide customer service
- Prepare and organize invoices for special orders
- Create visual displays and maintain selling floor
- Maintain full stock of inventory to meet sales projections

REFERENCES AVAILABLE UPON REQUEST

Education Resume – Chronological

FIRST NAME LAST NAME

Street Address

City, State Zip

(Area Code) Phone Number

E-mail Address

OBJECTIVE

To obtain a teacher's aide position in a pre-school or nursery school environment.

EDUCATION

A.A., Humanities/Social Science, June 2003

Paraprofessional Classroom Educator Certificate, May 2001

Mercer County Community College Trenton, NJ

Relevant course work included:

Child and Educational Psychology, Sociology and Children's Literature.

EXPERIENCE

Teacher's Aide 2/03-present

Delaware Township and Education Center, Lambertville, NJ

Playground/Cafeteria Aide 2001-2002

Sparta Alpine Elementary School, Sparta, NJ

Child Care Provider 1999-2001

Two and a half years with one family with two pre-school aged children.

Lab Assistant for Child Development Program

Delaware Township High School, NJ 1999, 2000

Responsible for attendance records of pre-school children, lesson plans of all high school students in program and organization of all projects, class trips, parties, and field trips.

SKILLS

Planning and Organization

As afternoon aide, plan and prepare lessons for nineteen four-year olds in classroom.

Create a warm and comfortable environment.

Human Relations

Communicate with parents concerning child development and learning skills.

HONORS and AWARDS

Outstanding Achievement Award for Child Development, 2000

Multiple Academic Achievement Awards for Outstanding Lessons

References available upon request

Criminal Justice Resume – Chronological

Your Name
Your Street Address
Your Town, State Zip
Your Phone
E-mail

OBJECTIVE:

To obtain an entry-level position in the Criminal Justice field utilizing my education and experience.

SUMMARY of SKILLS:

- Honor student in criminal justice
- Internship in Prosecutor's office
- Computer skills: Microsoft Office Suite, QuickBooks, Data Entry

EDUCATION:

Mercer County Community College Trenton NJ
A.A.S. - Criminal Justice
Anticipated date of graduation 12/05
GPA 3.6

RELEVANT COURSES:

- Introduction to Criminal Justice
- Criminal Law
- Sociology
- Criminal Investigation
- The Juvenile Justice Process

RELEVANT EXPERIENCE:

Mercer County Prosecutor's Office Trenton, NJ
Criminal Justice Intern 1/02-5/02

- Generate intake forms
- Conduct intake interviews
- Initiate clerical support and file processing

EXPERIENCE:

Macy's Lawrenceville NJ
Sales Associate 2000-present

- Provide customer service
- Create merchandise displays
- Handle cash transactions

REFERENCES: Available upon request

Nursing Reume -- Chronological

YOUR NAME

123 Main Street • Trenton, NJ 08410 • (609) 123-4567 • bbergen@aol.com

OBJECTIVE

The Registered Nurse position in the Oncology Department at Valley Hospital.

EDUCATION

A.A.S., Nursing May 2002

Mercer County Community College, Trenton, NJ

GPA: 3.9/4.0

CNA Certification, New Jersey License # 00000000, Expiration Date 8/01/04

CPR and First Aid Certification

CLINICAL ROTATIONS (390 hours)

- Oncology Department, Valley Hospital, Ridgewood (8 weeks)
- Emergency Room, University Medical Center, Princeton (8 weeks)
- Pediatrics Department, Good Samaritan Hospital, Suffern, NY (8 weeks)
- Psychiatric Unit, University Medical Center, Princeton (15 weeks)

SKILLS

Technical/Assess vital signs, collect specimens, monitor IV's. Assist with dressing changes, Procedural: catheterizing and suctioning. Perform full range of treatment planning, implementation, documentation and reporting activities.

Language: Bilingual in Spanish and English

Computer: Windows NT/XP, Microsoft Excel, Word and PowerPoint,
Internet Research

PROFESSIONAL EXPERIENCE

Medical Office Assistant, Bergen Town Family Practice,

Ewing, NJ

Oct. 2000 to Present

- Assist six pediatric doctors who serve over 2000 patients.
- Prep children for exams; pacify children when necessary.
- Acquire proper paperwork, enter information into computer, and handle computerized billing, physician scheduling, and insurance information.
- Set patient appointments, answer questions in person and over the telephone.

Medical Transcriptionist, St. Mary's Hospital, Newtown, PA Sept. 1998 to Oct. 1999

- Transcribed all CT, MRI, nuclear medicine, ultrasound, echocardiograms and special procedure reports.

ACTIVITIES

Mercer County Community College Nursing Student Association,
Walk-for-Cancer Volunteer, Habitat for Humanity Volunteer

Resume Template for Experienced Workers* – Chronological

Name
Street
City, State, Zip
Phone, Fax, email

JOB OBJECTIVE

The job you want next

SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, in a related field, or using the skills required for your new position.
- An overall career accomplishment that shows you'd be good at this job.
- What someone would say about you as a recommendation
- Any relevant formal training and credentials such as a degree

PROFESSIONAL EXPERIENCE

20XX-pres. Company, Name, City, State
Job Title

- An accomplishment you are proud of that shows you're good at this profession.
- A problem you solved and the results.
- A time when you positively affected the organization, the bottom line, your boss, your co-workers, your clients.
- Awards, commendations, publications, etc., you achieved that relate to your job objective.

19xx-xx Company Name, City, State
Job Title

- A project you are proud of that supports your job objective.
- Another accomplishment that shows you're good at this line of work.
- Quantifiable results that point out your skill.

19xx-xx Company Name, City, State
Job Title

- An accomplishment you are proud of that shows you will be valued by your next employer.
- An occasion when someone "sat up and took notice" of your skill.

EDUCATION

Degree, Major (if relevant),
19xx (optional) Special academic honors
University, City, State

**Note difference in formats. Education is placed last and is less emphasized than in entry-level resumes*

Experienced Worker Sample Resume – Chronological

Andrew Gregory, C.P.A.
123 Trenton Place, Newark, NJ 12345
(123) 555-1234
agregory@bamboo.com

JOB OBJECTIVE:

Position in Audit Management where my background will be a company asset

SUMMARY OF QUALIFICATIONS

- More than five years as an internal and external auditor with a strong financial and operational background in industries including manufacturing.
- Confident professional who facilitates cooperation among parties.
- Knowledge of data processing and spreadsheet applications.
- Personal activity in futures and options trading.

PROFESSIONAL EXPERIENCE

2002-2003 Senior Auditor

HOME AND MORTGAGE INC., NEWARK, NJ

- Saved company \$4,000 - \$12,000 a month by analyzing project needs and recommending improved utilization of contractual and full time staff.
- Audited management and employee expense reports to verify compliance with company policies and procedures.
- Originally contracted to perform field operation audits that led to CEO and CFO directed projects.

1999-2002 Manager, Internal Audits

NORTH AMERICAN BUILDING SUPPLY, Morristown, NJ

- Attained functional level of audit manager, reporting to Senior Corporate Controller.
- Conducted extensive due diligence and auditing of more than 15 prospective company and customer contract acquisitions (up to \$20 million).
- Coordinated participation of external auditors to complete timely audits according to professional standards.
- Co-wrote the management discussion and analysis sections of the SEC annual 10K and quarterly 10Q corporate reports.

1996-1999 Senior Accountant

SMITHERS AND WONG

(Formerly Smithers and Troutt), Florham Park, NJ

EDUCATION

B.S., Accounting, Magna Cum Laude, Rutgers University,
New Brunswick, NJ, 1995

Recipient of First New Jersey Accounting Scholarship Award

Resume Template for Experienced Worker – Functional

Name
Street
City, State, Zip
Phone, Fax, Email

JOB OBJECTIVE

The job you want next

SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, in a related field, or using the skills required for your new position.
- An overall career accomplishment that shows you'd be good at this job.
- What someone would say about you as a recommendation
- Any formal training or credentials in the relevant field.

RELEVANT EXPERIENCE

MAJOR SKILL

- An accomplishment you are proud of that shows you have this skill.
- A problem you solved using this skill and the results.
- A time when you used your skill to positively affect the organization, the bottom line, your boss or your clients.
- Awards, commendations, publications, etc., you achieved that relate to your job objective.

MAJOR SKILL

- A project you are proud of that supports your job objective.
- Another accomplishment that shows you're good at this line of work.
- Quantifiable results that point out your skill.
- An occasion when someone "sat up and took notice" of your skill.

WORK HISTORY

20xx – present	Job Title	COMPANY NAME and city
20xx – present	Job Title	COMPANY NAME and city
19xx – present	Job Title	COMPANY NAME and city
19xx – present	Job Title	COMPANY NAME and city

EDUCATION

Degree, Major (if relevant), 19xx (optional) Academic honors
University, City, State

Experienced Worker Sample Resume – Functional

Donald H. Toni
123 Bernardino Avenue • Portland, OR 12345
(213) 555-1234
dhtoni@bamboo.com

OBJECTIVE:

Sales Service Administrator

SUMMARY OF QUALIFICATIONS

- More than 12 years of administrative experience at the executive level.
- Keen understanding of business concepts in working with budgets and financial presentations.
- Able to manage a vast array of responsibilities, including corporate meeting planning.
- Communicate clearly and persuasively; effective in contract negotiations.

RELEVANT EXPERIENCE

Administration

- Coordinated events for Arundel Corporation with up to \$50K budgets. Negotiated contracts for catering, equipment, entertainment and accommodations.
- Arranged Arundel's luncheon for more than 200 journalists and politicians to introduce Seattle stadium plan. Produced six-page accompanying booklet.
- Managed KQDD's annual awards program, determining awards and selection process.
- Improved speed and accuracy of president's sales reports, budget development and reconciliation and expense tracking by computerizing Wide Road Sporting Good's accounting
- Supervised work of eight administrative and customer service staff at Clydesdale Travel

Sales

- As sales agent, successfully persuaded airline representatives to clear space on overbooked flights and make special arrangements for clients.
- Managed Arundel's sales forecasting and development of sales-support collateral.
- Handles customer relations and business correspondence for KQDD's General Manager.

WORK HISTORY

1999-pres. Arundel Corporation, Portland, OR, Assistant to the President and CEO
1997-99 Wide Road Sporting Goods, Portland, OR, Executive Office Assistant
1996-97 Hyatt Regency, American Airlines, Portland, OR,
Contractual Sales Administrator
1992-95 KQDD-TV, Portland, OR, Assistant to the General Manager
1990-92 Clydesdale Travel, Portland,OR, Sales Agent

EDUCATION

B.S., Business Administration, Duke University, Durham, NC, 1989

The
Resume

A comprehensive guide to creating effective resumes and cover letters

Is provided to you by The Office of Career Services, Mercer County Community College

