

RÉSUMÉ WRITING

A résumé is an outline of your education, work experience and significant accomplishments. It serves to introduce the applicant to prospective employers. The length of your résumé varies according to your level of experience. A one page résumé is acceptable for entry-level positions but in order to engage the attention of the recruiter, the professional résumé can be two pages long. It is crucial to bear in mind that this is your window of opportunity to secure an interview. Therefore, the information included should be limited to those which support your suitability as an ideal candidate. The résumé should essentially state:

- * What kind of work you want - your career objective.
- * Who you are - your previous work experience & responsibilities.
- * What you know - your education and training.
- * What you have accomplished - your skills and abilities.

What to include in a résumé

It is important to include information which is relevant to the job being sought. With technological developments, larger organizations utilize software to scan résumés in the screening process. Impressive résumés are selected based on certain job-related key words. For example, an application for a Human Resources Manager will be screened for key words such as labour laws, dispute resolution, negotiation, employee relations, recruitment and change management.

Please see sample résumés below.

CHRONOLOGICAL RÉSUMÉ

Name
Address
Telephone Number
E-mail address
Fax Number

OBJECTIVE:

EXPERIENCE:

EDUCATION:

REFERENCES

A chronological résumé is the most popular résumé format but it is by no means the most appropriate.

In its pure form it primarily summarizes work history, lists dates and names of employers first and your duties and responsibilities second.

It should be used by individuals who have a progressive record of work experience and who wish to advance within an occupational field.

Most employers prefer this type.

John Brown
Downtown dist
Uptown P.A
Jamaica
(876) 400-0000
Email: placement000@yahoo.com

OBJECTIVE: To secure a challenging position that allows me to contribute my customer service and accounting related skills in accomplishing any given task in the field of Accounting.

EXPERIENCE: **Hilton Hotel, Two Poydras Street, New Orleans, LA.** (May -June 2008)

Parking cashier.

Duties include:

- Resolves irate customers situation
- Prepare bank deposits slips
- Collect parking fees and acknowledge parking credentials

St. Ann Jamaica Bauxite Partners, Discovery Bay, St. Ann (August 2007)

Accounting Assistant.

Duties include:

- Enter payroll information into computer program
- Filing and organizing data

EDUCATION AND QUALIFICATION: **University of Technology, Jamaica** (Sept.2007-May 2009).
Bachelor's Degree in Business Administration

- Major-Accounting
- Minor-International Business.

Brown's Town Community College Pre-Utech (Sept. 2005- May 2007)

York Castle High (September 1999- July 2004)

(7) Caribbean Secondary Examination Council subjects

SPECIAL SKILLS: Proficiency in using Microsoft word, Excel and PowerPoint
Customer service skills
Knowledge of Peachtree Accounting Software

REFERENCES: Available upon request.

FUNCTIONAL RÉSUMÉ

Name
Address
Telephone Number
E-mail address
Fax Number

OBJECTIVE:

EDUCATION:

EXPERIENCE

PERSONAL:

REFERENCES

Functional résumés emphasize patterns of skills and accomplishments rather than job titles, employers and inclusive employment dates.

It should be used by individuals making a career change, first entering the work force or re entering the job market after a lengthy absence.

To be used when your past work experience does not clearly support your objective.

Functional Résumé

Jane Doe
111 Downtown Rd
St. James
Jamaica W.I.
Mobile: 333-4444, Home: 333-4441
E-mail: janed@weblink.com

Objective

To add value to the organisation by surpassing the expected, promoting and maintaining the highest level of integrity and professionalism, in the accomplishment of my duties, goals and responsibilities.

Education

UNIVERSITY OF TECHNOLOGY , JAMAICA AUGUST 2004 – MAY 2008

- Bachelors in Business Administration (Hons.),
- Accounting major, Banking and Financial Services minor.

BROWN'S TOWN COMMUNITY COLLEGE, JAMAICA SEPTEMBER 1998 – MAY 2001

- Associate Degree (Hons.),
- Tourism, Hospitality and Entertainment Management.

Work Experience

UTECH SAFETY AND SECURITY, EARN AND STUDY STUDENT SEPT 2006 - MAY 2007

- Provided a liaison as the Director of Health and Safety between the Students' Union and Safety and Security.
- Assisted in the preparation of reports and filing documents.

UTECH PROCUREMENT, EARN AND STUDY STUDENT JULY 2005- MAY 2006

- Assisted in the procurement of goods and services for the University.
- Filing.

VIRGIN HOLIDAYS, RESORT ADMINISTRATOR DECEMBER 2003-AUG 2004

- Prepared and maintained weekly reps and monthly sales reports for the resorts located in the Eastern Caribbean.
- Sold tours exclusively to Virgin Holidays guests and organised daily welcome meetings for at least twenty guests.
- Effectively maintained the running of the local office when supervisor travelled

NOBLE HOSPITALITY INCORPORATED, TRAINEE MANAGER DEC 2001 - MAY 2003

- Trained in front desk, restaurant and bar, banquets, sales and housekeeping at Ramada and Holiday Inn hotels in South Dakota, Iowa and Kansas.
- Assisted in supervision of staff at Comfort Inn Hotel in Georgia, while it was in acquisition.

Certificates	CERTIFIED HOSPITALITY SUPERVISOR	APRIL 2002 - JUL 2002
Awards	PAN CARIBBEAN FINANCIAL SERVICES SCHOLORSHIP	2007 AND 2008
	PAUL GOLDSON AWARD FOR BEST FULL-TIME ACCOUNTING STUDENT	2008
Co-Curricular Activities	RESEARCH ASSISTANT, UTECH, SAFETY AND SECURITY DEPT.	2008
	PRESIDENTS' ADVISOR, UTECH STUDENTS' UNION COUNCIL	2007-2008
	MENTOR, UTECH HIGH SCHOOL MENTORSHIP PROGRAM	2007-2008
	MENTEE, UTECH MENTORSHIP PROGRAMME	2007-2008
	SECRETARY/TREASURER, HALL B, UTECH HALLS OF RESIDENCE	2007-2008
	DIRECTOR, HEALTH AND SAFETY, UTECH STUDENTS' UNION COUNCIL	2006-2007
	DIRECTOR, UTECH CIRCLE K CLUB	2005-2006
	CHAIRMAN, MR & MS. UTECH PLANNING COMMITTEE	2005-2006
	SECRETARY, STUDENTS' UNION ENTERTAINMENT COMMITTEE	2005-2006
	CLASS REPRESENTATIVE, FIRST YEAR CLASS GROUP	2004-2005
Computer Skills	MICROSOFT OFFICE PROGRAMS	
	PEACH TREE, QUICK BOOKS, ACL (INTRODUCED)	
References	AVAILABLE UPON REQUEST	

COMBINATION RÉSUMÉ

Name
Address
Telephone Number
E-mail address
Fax Number

OBJECTIVE:

AREAS OF EFFECTIVENESS

ADMINISTRATION:

COMMUNICATION:

PLANNING:

WORK HISTORY:

EDUCATION:

PERSONAL:

SUPPLEMENTAL INFORMATION

Continuing Education and Training

Training Manuals Developed

Research Project Completed

Professional Affiliation

Educational Highlights

This type combines the best elements of chronological and functional résumés. It stress patterns of accomplishments and skills as well as include work history.

This is perfect for individuals with work experience who wish to change to a job in a related career field.

John Brown
Downtown Dist, Uptown P.A, Jamaica
(876) 400-0000
Email: placement000@yahoo.com

- Competent in drafting policies, and developing business and operational processes
- Excellent oral and written communication skills
- Excellent investigative interviewing skills

Relevant Experience & Accomplishments

Management/Supervision

- Managed complex academic cases
- Managed complex strategic and operational planning processes
- Monitored and compiled budget

Oral and Written Communication

- Conducted Training Sessions on Regulations and Ordinances with the Students, Faculty Administrators and Student Affairs Assistants
- Member of Leadership, Special Needs and Orientation Committees
- Plenary Facilitator for the Student Union at the Orientation Session

Events Planning

- Organized the Registrar's Dinner for Final Year students
- Organized thematic displays for Orientation
- Assisted in the preparation of the Host Family Programme for overseas students
- Organized Annual "Face-to-Face" Sessions to facilitate dialogue on student concerns

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- Master of Business Administration (MBA) General Management & Information Technology University of Technology, Jamaica
 - B.Sc. Management, **University of Technology, Jamaica**
 - Diploma, Marketing, **University of Technology, Jamaica**

Experience

September 2004 – Present King's Gate Preparatory School

Lawn Tennis Instructor and Data Entry Personnel

Responsibilities:

- Taught students the basic principles of Lawn Tennis.
 - Prepared students for future tournaments.
 - Helped to organize the institution's first trip to the track and field event "Miami Classics" by organizing and preparing information circulars for students, taking part in organizing the budget for the trip and helping to organize the itinerary.
 - Organized and maintained the institutions electronic records.
 - Aided in the design, implementation, testing and management of the institution's Database Management System.
 - Designed and published the company's business cards, current letterhead, posters, event flyers, tickets and programmes,
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October 8 – October 11, 2008 The University of Technology, Jamaica
Volunteer for The International Conference on Business, Hospitality and Tourism Management

Responsibilities:

- Worked at the registration desk
- Timekeeper for concurrent presentation sessions
- Worked in the Secretariat

May 2008 – June 2008 The Bank of Nova Scotia
Intern in the Telling and Personal Banking Departments

Responsibilities:

- To assist with the branch's records management.
- To interact with customers and aid with solving their banking related problems.

Special Skills Microsoft Word, Excel, Publisher and PowerPoint, Adobe Pagemaker, Organizational skills and Cosmetology.

Interests Art and Craft, Desktop Publishing, Cosmetology, Lawn Tennis, Philosophy, Photography, Shopping, Music.

References

Rev. John Black	Ms. Dawn Lathan
30 Camelia Way	4 Canberra Crescent
Kingston 10	Kingston 10
977-1112 (Home)	977-1111 (Home)
999-0000 (Mobile)	377-0000 (Mobile)

