

Resume Introduction

What Is A Resume?

1. A clear, concise, factual document which summarizes your employment qualifications.
2. A brief one to two page outline about your past and present experiences.
3. An educational and employment history.
4. A statement of your qualifications, credentials, and career objective(s).
5. A reflection of you, your personality and creativity.

Why Is a Resume Necessary?

1. If a resume is well prepared, it can serve as an introduction to a specific employer, or it can help you to get an interview.
2. A resume can help you organize your job search and increase your self-confidence.
3. A resume can save you time because a) it can target employers who are seeking your specific skills and eliminate those who are not seeking your skills, b) you can mail or fax your resume to more employers than you can possibly visit at once, and c) you can use a resume to help you fill out a job application.
4. Your resume can stay with an employer after an interview to remind him/her of your qualifications and experience.

Be Brief and Concise. Try to keep your resume to one page, two pages at the most.

Be Factual, Accurate, and Specific. Give relevant, truthful facts and measurable results or achievements. Be specific and give examples.

Be Positive and Sell Yourself. Put strongest statements at the top. Stress accomplishments.

Be Clear and Logical. Say what you mean, use simple terms rather than complex expressions, and avoid minor details.

Write, Re-Write, and Polish. Have someone else proofread for mistakes. Ask at least two other people to give you their opinions about whether this resume sells you.

Be Neat and Attractive:

- Don't let it look too crowded
- Use underlining, capital letters, or different type styles for emphasis
- Use a high quality printer for your final copy
- Margins should be approximately one-inch on each side
- keep the page balanced on all margins: top and bottom equal to each other, left and right equal to each other
- Single space within sections and double space between sections

Use high-quality bond paper. 8 ½" x 11," white or light-colored paper is best.

Always enclose a cover letter when mailing your resume to an employer.

Make an excellent first impression. An employer may spend only 30 seconds or less scanning your resume. Put the most important facts first.

Stick with familiar section headings. Examples are Objective, Work Experience, Employment, Skills, Summary of Qualifications, Education, Professional Affiliations, Honors and Awards, Licenses and Certifications.

Resume Guidelines

What to include:

All sections **except** *Personal Information* should include a heading that is either **bold**, *italicized*, underlined, or ALL CAPITAL LETTERS. Resumes should include the following sections in the listed order:

- *Personal information* (do not include a section heading for this)—include your full name, address, phone number, email address, and fax number (if any). The easier it is for the employer to contact you the better.

- *Education*—List your last three schools attended **in reverse chronological order**. Include the dates attended, the name and location of the school, the course of study, and the degree earned. Example:

8/09 to Present Alvord High School, Riverside, California
General Education Curriculum
High School Diploma pending graduation June, 2013

- *Work Experience*—List your last three jobs **in reverse chronological order** starting with your current job. Include the dates employed, the name of the company, the address, and your position there. Example:

11/03 to 2/06 Taco Bell
1234 Somewhere Ave.
Wherever, CA 99993
Food Prep

- *Work Skills*—List any job skills you may have, especially those that would help you out on the job for which you are applying. Include computer skills (like Word, PowerPoint, etc.), office machines (scanners, copiers, etc.), customer service skills, phone skills, and other skills relevant to the work world.
- *Honors, Achievements, and Other Interests*—List awards from school, sports, music, and other organizations. Include service organizations to which you belong, as well as other special interests like donating blood, outdoor activities, and other personal interests. This helps you look like a well-rounded individual.
- *References*—Provide at least three personal references which the employer may contact. **DO NOT INCLUDE RELATIVES**. You may include business contacts, teachers, co-workers, supervisors, and personal friends (not recommended). *Be sure to ask permission of these people before listing them*. Include their name, address, phone number, and how you know them (i.e. teacher).

Note: you may simply type *References available upon request*; however, if you do this, you **must have the references with you in case the employer asks for them**.

Resume Assignment

Standard: WA2.5: Write job applications and resumes.

Objective: To prepare a resume in an appropriate format that is neat, complete, and free of errors.

Assignment Instructions and Grading Criteria:

Using the previous guidelines for setting up resumes, create a resume for yourself. This resume will be graded according to the following guidelines:

- Error-free, including both grammatical and spelling errors "***minus one for each error found.***"
- Format—easy to read, clear, concise, neat, uncrowded.
- Limit of one to two pages.
- Include headings/sections that are appropriate; for example, include at least *Personal Information; Education; Work Experience; Work Skills; Honors, Achievements, Other Interests; References,*
- Do not include personal data (religion, ethnicity, etc.), pictures, personal problems, salary information.
- Include name, address, phone, fax number and/or e-mail address *if applicable.*
- Use action words to describe your accomplishments.

Must be typed.

Resume'

Roberto M. Gonzales
3351 Pierce Street
Riverside, CA 92503

Home Phone: (951) 555-5555
Cell Phone: (951) 555-6666
Email: r_mgonzales33@gmail.com

EDUCATION

03/10 to Present Alvord High School, Riverside, CA
General Education Curriculum
High School Diploma pending graduation May, 2011

09/10 to 06/12 Riverside Community College, Riverside, CA
Automotive Mechanics
Certificate in Automotive Electronics

08/09 to 03/11 Norte Vista High School, Riverside, CA
Vocational Education Curriculum
Transferred to Alvord High School

WORK EXPERIENCE

02/11 to present Carl's Jr. Restaurant
1976 Madison Avenue, Riverside, CA 92504
Cashier and Food Preparation

05/10 to 02/11 Happy Time Retirement Home
18722 Grande Vista Drive, Riverside, CA 92501
Volunteer

06/09 to 06/10 Juan's Tree and Lawn Service
3351 Pierce Street, Riverside, CA 92503
General yard maintenance

WORK SKILLS

- Speedometer calibration
- Odometer calibration
- Brake systems
- Toyota automotive computer diagnostics
- California Smog computer diagnostics
- Fuel injection systems

HONORS, ACHIEVEMENTS, OTHER INTERESTS

- A Honor Roll in Automotive classes
- Top fuel racing
- Football
- Community Service
- Film-based photography
- Art shows

Resume' continued

REFERENCES

Maria Rodriguez
Carl's Jr.
1976 Madison Avenue
Riverside, CA 92504
(951) 111-1111
Manager

Dr. Carlos Mencia
Happy Time Retirement Home
18722 Grande Vista Drive
Riverside, CA 92501
(951) 222-2222
Resident Doctor

Justin Marks
Alvord High School
3606 Pierce Street
Riverside, CA 92503
Phone: (951) 358-1715
English Teacher

Resume Worksheet

Name _____ Phone # _____

Address _____ Cell # _____

City/State/Zip Code _____ Email _____

EDUCATION (List most recent school first; list at least three)

_____ to _____ School, City, State: _____

Curriculum Studied: _____

Degree Earned: _____

_____ to _____ School, City, State: _____

Curriculum Studied: _____

Degree Earned: _____

_____ to _____ School, City, State: _____

Curriculum Studied: _____

Degree Earned: _____

WORK EXPERIENCE (List most recent work experience first; list at least three)

_____ to _____ Name of Business: _____

Full Address: _____

Job Title: _____

_____ to _____ Name of Business: _____

Full Address: _____

Job Title: _____

_____ to _____ Name of Business: _____

Full Address: _____

Job Title: _____

Work Skills (List at least three)

* _____

* _____

* _____

* _____

* _____

* _____

HONORS, ACHIEVEMENTS, OTHER INTERESTS (List at least three)

* _____

* _____

* _____

* _____

* _____

* _____

REFERENCES (List at least three)

Name: _____

Address: _____

City/State/Zip Code: _____

Phone #: _____

Relationship: _____

Name: _____

Address: _____

City/State/Zip Code: _____

Phone #: _____

Relationship: _____

Name: _____

Address: _____

City/State/Zip Code: _____

Phone #: _____

Relationship: _____