

RESUME TIPS

TABLE OF CONTENTS

The One Page Rule	2
Resume Action Words	3
Skill Categories	4-6
Resume Examples	7-11
Cover Letter	12-13
Thank You Letter	14

The One-Page Rule

One page- even though you have had six jobs and three degrees. The shorter presentation emphasizes the important information.

METHODS FOR CONDENSING AND STRENGTHENING THE ONE-PAGE PRESENTATION

1. Shorten Sentences- Eliminate long windups and connections For example, the sentence “I was the person chosen to coordinate the college fund-raising team for the homecoming week” can be restated as “coordinated college fund-raising team.”
2. Eliminate Repetitions- If you did similar tasks in two or three different jogs, explain in detail only in most recent position.
3. That is Already Implied Don't Spell Out Information or included in other information. If you are a college graduate, there is little reason to describe your high school education.
4. Leave Off Company Addresses or names of references (you can provide at the interview if requested). You don't even have to state “references provided on request.” This is assumed.
5. List Only Most Recent Positions- If you have a large number of jobs, summarize the earliest with a statement like “1990-2000, a variety of drafting positions.”
6. Eliminate Extraneous Information- Employers don't need to know your weight, height, sex, marital statue, health, children's names, or church affiliations. If and when they need the information (that which is legal), they will get it in the interview or application, of later.

7. Condense- Don't give three examples when one will suffice.

Resume Action Words

Use a variety of these words in describing your skills and experiences can help convey action, commitment, and accomplishments:

acted	distributed	located	represented
adapted	drew	maintained	researched
addressed	drove	managed	responded
advertised	established	marketed	retrieved
applied	estimated	observed	rewrote
assisted	explained	operated	saved
built	fielded	ordered	served
catalogued	figured	organized	sketched
chaired	fixed	participated	sold
changed	forwarded	planned	sorted
collected	founded	prepared	spoke
competed	gathered	presided	straightened
computed	headed	produced	suggested
conducted	helped	programmed	supplied
constructed	illustrated	proposed	tabulated
coordinated	improved	provided	talked
created	increased	purchased	taught
delivered	informed	recommended	tended
demonstrated	installed	recorded	transcribed
designed	instituted	referred	translated
developed	inventoried	repaired	transmitted
directed	judged	replaced	treated
displayed	led	reported	wrote

Try to select words and structure your resume and other communications so that some of these important traits are conveyed:

adaptability	efficiency	pleasantness
attentiveness	energy	productivity
conscientiousness	enthusiasm	resourcefulness
creativity	imagination	self-reliance
dependability	loyalty	tactfulness
determination	maturity	talent

Skills Categories

You need to be aware of your skills, and be able to communicate them to others. This knowledge enables you to decide upon, and reach, your goals.

Often it may be difficult to identify your skills because of a tendency to lump together, ignore, or discount many of your most important assets.

Perhaps it would help to see that skills may be divided into three categories:

Self-Management Skills

Also known as personality traits, we rarely think of them as skills. These skills have to do with how you deal with people and time. To identify self-management skills, ask yourself this question: What personal characteristics do I have?

Examples:

punctual	dependable	conscientious	sincere
athletic	clear-thinking	imaginative	industrious
leadership	congenial	efficient	patient
persistent	innovative	loyal	open-minded

Content/Technical Skills

These are specific skills related to performing a job/activity in a particular field, work situation, or subject matter. They involve leaning and memory. To identify you content/technical skills, ask yourself this question: What sort of specific knowledge do I have?

Examples:

Programming computers	Knowing anatomy	Using a 35mm camera
Typing legal documents	Tailoring suits	Preparing a lesson plan
filling insurance claims	Repairing a car	Organizing an office

Transferable Skills

These are the skills needed to deal with data (information, people and/or things) in any occupational field. They are not specific to any particular task, but transfer to a wide variety of setting. To identify your transferable skills, ask yourself: What kind of actions have I used in various activities?

Examples:

Data	People	Things
synthesizing	negotiating	precision work
coordinating	supervising	setting up
analyzing	consulting	manipulating
computing	treating	operating
compiling	instructing	driving control
copying	persuading	handling
comparing	diverting	tending
	helping	

Examples of Skills

Examples Of Self-Management Skills

Academic	Adaptable	Adventurous	Affectionate	Aggressive
Ambitious	Analytical	Artistic	Assertive	Attractive
Broad-minded	Business-like	Calm	Capable	Charming
Cheerful	Clever	Competent	Competitive	Confident
Conscientious	Conservative	Considerate	Consistent	Cooperative
Dignified	Dominant	Deliberate	Dependable	Determined
Farsighted	Firm	Flexible	Frank	Friendly
Generous	Gentle	Goal-directed	Good-natured	Helpful
Honest	Humorous	Imaginative	Independent	Industrious
Informal	Initiative	Intelligent	Introspective	Inventive
Kind	Likable	Logical	Loving	Loyal
Mature	Methodical	Meticulous	Modest	Motivated
Open-minded	Opportunistic	Optimistic	Organized	Original
Outgoing	Patient	Persevering	Poised	Practical
Precise	Progressive	Prudent	Quick	Rational
Realistic	Reflective	Relaxed	Reliable	Resourceful
Responsible	Sensible	Sensitive	Serious	Sharp
Sincere	Sociable	Spontaneous	Spunky	Stable
Strong	Supportive	Sympathetic	Tactful	Teachable
Tenacious	Thorough	Thoughtful	Tolerant	Trustworthy
Unassuming	Understanding	Verbal	Versatile	Warm
Wise	Wholesome	Witty		

Examples Of Self-Management Skills

Achieve	Adapt	Adjust	Administer	Advertise
Advise	Analyze	Anticipate	Arrange	Assemble
Assess	Assign	Assist	Author	Budget
Build	Calculate	Catalog	Clarify	Collaborate
Communicate	Compare	Conceive	Conceptualize	Conduct
Create	Decide	Define	Delegate	Demonstrate
Design	Determine	Develop	Devise	Direct
Estimate	Evaluate	Examine	Exchange	Execute
Expand	Expedite	Facilitate	Forecast	Formulate
Fund raise	Guide	Lure	Implement	Improve
Increase	Influence	Inform	Initiate	Innovate
Institute	Instruct	Integrate	Interpret	Interview
Investigate	Invent	Lead	Maintain	Manage
Market	Mediate	Merchandise	Modify	Monitor
Motivate	Negotiate	Obtain	Operate	Originate
Perform	Persuade	Problem-solver	Preside	Plan
Produce	Promote	Publicize	Publish	Reconcile
Recruit	Report	Research	Resolve	Review
Revise	Schedule	Select	Speak	Standardize
Stimulate	Summarize	Supervise	Survey	Synthesize
Systematize	Teach	Team build	Train	Transmit
Update	Write			

Example: Student with No Related Work Experience

Mark B. Jones
7789 N. Main
San Angelo, TX 76904
(915) 942-9090

OBJECTIVE:

An entry-level engineering position within the aerospace industry.

EDUCATION:

B.S. Aerospace Engineering May 2001
Angelo State University, San Angelo, TX GPA 3.4/4.0

RELEVANT COURSE WORK:

Intro. To Astronauts	Engineering Digital Computation	Statistics
Aerodynamic Theory	Airfoils, Wings, and Controls	Dynamics
Mechanics of Materials	Aerodynamics II, Fluids Aspects	CATLA I

SENIOR PROJECT:

Airfoils Methods Systems Project, Boeing Airplane Company Fall 2000

- Conducted research on closed-end airfoils
- Developed a preliminary design for a hydrogen-driven airfoil
- Contacted vendors for performance characteristics and prices for airfoils
- Designed and constructed a model closed-end airfoil
- Wrote report on findings and presented to company representatives

WORK HISTORY

1998-Present

Sales Associate

Target West, San Angelo, TX

- Help Customers with purchases
- Handle customer questions and complaints, working to ensure complete customer satisfaction
- Run cash register
- Monitor security system

Grounds Keeper

Riverside Golf Course, San Angelo, TX

1996-1998

- Helped with the general outdoor maintenance of the apartment complex
- Worked as a member of a team
- Scheduled maintenance repairs with tenants as needed

COMPUTER SKILLS:

Mathcas, AutoCad, Windows 95, Quattro Pro, Word Perfect

HONORS & ACTIVITIES:

Dean's List four semesters

Vice-President, Engineering Council

Volunteer, Literacy Program

1997-1998

1997

Example: Student with some related work experience

Sarah B. Smith

1234 N. West Street ♦ Abilene, TX 79697 ♦ (915) 942-0099
sbsmith@internet.com

OBJECTIVE: An entry-level communication position for a non-profit organization.

EDUCATION: B.A. Communication, May 2001
McMurry University, Abilene, TX 79697 GPA 3.7/4.0

RELEVANT COURSE WORK: Magazine Production Opinion Writing Persuasion
Communication Research Editing for Print Beat Reporting

PROFFESIONAL EXPERIENCE: Elderly Care of Abilene, Abilene, TX, Spring 2000
Communication Specialist-Co-op Position

- Helped in the development of all marketing pieces, including brochures and handouts.
- Wrote and edited employee newsletter
- Researched a planned giving project and developed materials for mass mailing.
- Published two articles in the National "Elderly Care" Newsletter

Columbia Hospital, Abilene, TX, Summer 2000
Communication Aide-Co-op Position

- Helped develop monthly in-house employee newsletter
- Wrote articles and helped edit newsletter
- Edited communication materials for staff of five
- Assisted in the writing of a new employee handbook and community resource book for the social work department.

ADDITIONAL WORK HISTORY: Greenleaf Apartment, Abilene, TX, 1998-2000
Assistant Manager

- Supervised and scheduled maintenance crew
- Assisted tenants with questions and concerns
- Handled customer complaints in a timely matter

Maintenance Worker

- Worked as a member of a grounds crew in keeping property neat and orderly

COMPUTER SKILLS: Microsoft Word, Harvard Graphics, PowerPoint
PageMaker, QuattroPro, dBase Manager

ACTIVITIES: Vice-President, Communication Club, 1997-1998
Treasurer, Society of Women in Communication, 1999-2000
Volunteer, Literacy Program, 1999

REFERENCES: Available on request

Example: Student with Practical Learning Experience

Jane E. Jones

12099 N. Westlawn ♦ Abilene, TX, 79697 ♦ (915) 658-8889

EDUCATION

Bachelor of Science: Physician Assistant, May 2000

McMurry University, Abilene, TX Overall GPA 3.5/4.0, GPA in major 3.8/4.0

Bachelor of Science: Medical Technology, December 2002

McMurry University, Abilene, TX

PHYSICIAN ASSISTANT STUDENT EXPERIENCE, Fall 1999/Spring 2000

St. Mary Medical Center, San Angelo, TX

Drug and Alcohol Treatment Unit. Performed history and physicals, counseling and education for adolescents and adults.

Smithville Clinic, San Angelo, TX

OB/GYN. Performed history and physicals, fetal monitoring, deliveries, suturing, C-section assists, routine GYN procedures and ER work.

Hays Hospital, San Angelo, TX

Surgery. First Assist, history and physicals, admits, progress notes, discharge summaries, patient management

Wichita VA Medical Center, San Angelo, TX

Internal Medicine. Patient management, admission orders, history and physicals progress notes

Clay Center Hospital, San Angelo, TX

Family Practice/Primary Care/ER. History and physicals, suturing, admits, minor emergencies and routine GYN

PROFESSIONAL EXPERIENCE

TGF Laboratory, San Angelo, TX 1997-1998

Supervisor/Medical Technologist

Norton Medical Center, Lawton, Oklahoma, 1992-1997

Medical Technologist

PROFESSIONAL AFFLICTIONS

American Society of Clinical Pathologists

American Academy of Physician Assistants

CERTIFICATIONS/SCHOLORSHIPS/AWARDS

NCCPA Board examination to be taken October 2001

Regents Scholarship

Vice President: PA Class of 2000

REFERENCES

Available on request

Example: Education Majors

221 College Street

Coo E. Lightfoot
Any City, State 12345

(101) 555-0009

OBJECTIVE

Teacher: Multiage, Multilevel Elementary Education (K-8)

SPECIAL SKILLS AND INTERESTS

Collaborative Planning	Cooperative Learning
Proactive Classroom Management	Team Teaching
Community Service Emphasis	Individualized Learning
Thematic Approach to Lesson Design	Inclusion
Multicultural Awareness and Teaching Style	Technology Integration

ACADEMIC BACKGROUND

Bachelor of Arts Degree *with honors* McMurry University, December 1999
Major: Elementary Education; Area of Specialization: English/Language Arts and Technology
Certification: Elementary Education K-9

COURSE HIGHLIGHTS

Manual Communication	Literature for Children	Creative Drama in Classroom
Microcomputers for Teachers	Linguistics	Classroom Management
Adolescent Literature	Exceptional Learner	Computer Programming

STUDENT TEACHING EXPERIENCE

Multilevel grades, West Middle School, Big Horn District 121, Horizon Idaho, Fall Semester 1999
Work in a collaborative setting with a team of six multilevel teachers in a rural school with 175 students of varied abilities, ages 4 to 13 years. Responsibilities include initiating, planning and implementing service learning projects; integrating reading and writing, grammar, phonics, and spelling into a holistic and individualized curriculum; coordinating and teaching math lessons and activities; observing all subject areas and various teaching techniques; organization of homeroom and beginning-of-day activities for all students; planning, preparing and organizing materials for thematic units used by various age groups; enhancing and increasing the use of computer technology in the class; and introducing student-led conferences and facilitating student portfolio development.

PRACTICA EXPERIENCE

3rd grade, all subjects, including math, science, spelling and language arts, Elk Elementary, Fall 1999
4th-6th grade, community service project-environment and pollution, Hills Elementary, Summer 1999
Multiage, multimedia (computer basics, Internet, CD-ROMs, videodisc) Elk Elementary, Fall 1998
1st grade, reading tutor for at-risk students using integrated approach, Hills Elementary, Spring 1998

Example: Education Majors

Daniel Johnson

1234 Eastwood Drive, Apr. #654
Abilene, TX 76909

Phone: 915-942-1212
E-mail: tank1789@tpl.net

OBJECTIVE

Employment as high school English/History teacher. Especially in opportunities in English. Open to all possibilities.

EDUCATION

McMurry University, Abilene, TX- December 1997. Overall GPA 3.12 on 4.0 scale. BA in History, supporting concentration in Government, Twenty-seven hours English. Certification- Secondary Education 9-12

Texas Tech University, Lubbock, TX- Spring 1998. Overall GPA 3.0 on 4.0 scale. Began work on Master's in History.

RELEVANT EXPERIENCE

Student Teaching, Central High School, San Angelo ISD- Fall 1998

- Taught two classes of Honors World History
- Taught two classes of Grade Level Sophomore English
- Assisted English Teacher with Gifted/Talented class
- Assisted History Teacher with A/P European History Class

Volunteer in Public Schools (VIPS), John Glenn Junior High, San Angelo- Spring 1997. Helped students in classes with class work, group projects, and served as tutor for students when needed. Also assisted with instruction of students.

COMPETENCIES

Knowledge of both Macintosh and PC programs and operating systems. E-mail and Internet confident. Good problem-solving abilities; excellent with people; organized; self-motivated; reliable; strong leadership and managerial skills.

RECOGNITION

McMurry University

- Phi Kappan Alpha- Historical Honor Society
- Chosen as delegate to meet Prime Minister Margaret Thatcher on her arrival to the University.
- Eagle Scout

EMPLOYMENT

Hastings Books, Music, and Video, Inc., San Angelo, TX, September 1995-Present. Forty hours a week in management and community relations. Worked register, trained new employees. Set up Community Relations position at store. Relocated to Lubbock.

CREDENTIALS

Credentials, including letters of recommendation, transcript and philosophy of education, available upon request.

COVER LETTER GUIDELINES

Your street address
Your city, state, and zip code

October 1, 2000

Lynn Employer
Title
XYZ Company
6789 Main Street
Salina, KS 64088

Dear Mr. / Ms. Employer: (If you do not have a specific name, call the employer to get one.)

First Paragraph: Why you are writing

In your initial paragraph, state the reason for your letter.

Letter for application: You are applying in response to a specific opening. State the position and indicate how you learned of it. If you found out from someone currently working there, be sure to mention their name (with their permission of course).

Letter of inquiry: You are inquiring to find out if there are openings in your field of interest with this organization.

Second Paragraph: What you have to offer

Indicate why you are interested in this position or this organization. Do your research! Above all, indicate what you can do for the employer. This is known as an employer-focused letter. If all of your paragraphs begin with "I", then you have written a self-focused letter. Change your wording! If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out your specific achievements or unique qualifications. You may refer to the enclosed resume, but try not to repeat the same information that the reader will find there. This is your chance to expand that information and really shine.

Third Paragraph: What happens next

In the closing paragraph, indicate your desire for a personal interview. Close with a statement that will encourage a response. For example, state that you will be in the city where the organization is located on a certain date and would like to set up an interview. Or, simply state that you will call on a certain date and time to inquire about an interview. Ask the employer to contact you if they desire additional information. Repeat your phone number (make sure this is somewhere you can be reached at during the day or that has an answering machine) and thank them for their time.

Sincerely,

(Your handwritten signature in blue or black ink)

Typed name
Enclosure (add an 's' to make it plural if you enclose more than a resume)

SAMLE COVER LETTER

123 Main Street
San Angelo, TX 76909

October 1, 2000

Brian Jones
Senior Employment Representative
Allen, Howell and Jones
1234 N. Main Street
Wichita, KS 67201

Dear Mr. Jones:

I read with interest your job announcement for a staff accountant, listed with the Office of Career Development services at McMurry University. I would like to be considered for this position with your organization.

In May I will graduate with an Accounting degree from McMurry University. My degree in accounting and my job related experience at Able Accounting Services make me a strong candidate for this position. My college course work complements my work experience, focusing on developing basic accounting knowledge, analytical ability and excellent attention to detail. In addition, I am a very active student, holding leadership positions in both my sorority and in Beta Alpha Psi.

Enclosed is my resume for your review. I would appreciate a time when we could get together to further discuss qualifications for this position. If you need any further information from me, please do not hesitate to contact me at (915) 678-0099.

Thank you for your consideration,

Sincerely,

Mary Brown

Enclosure

SAMPLE THANK-YOU LETTER

3814 N. Nashua
San Angelo, TX 76909

October 1, 2000

John A. Engel
Manager, Corporate Relations
Innovative Technologist
13259 E. Harry
San Angelo, TX 79602-1234

Dear Mr. Engel:

Thank you for taking the time to talk with me yesterday about the Publicity Specialist position at Innovative Technologies. I was very impressed with the communications development group. It is clear that they are a professional, enthusiastic group of people who enjoy working together as a team.

I was especially excited about the upcoming TechComm project that you described. My marketing internship, along with my writing, public relations and computer skills, match well with the tasks you described as necessary to get the project up and running. I would enjoy being a part of that kind of team.

I understand that you will be getting back with me sometime within the next two weeks. If I can provide any additional information in the meantime, please do not hesitate to contact me at (915) 123-4567. I look forward to the possibility of working with you.

Sincerely,

Jamie Dunn