

RESUME WORKSHEET



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WHAT IS THE PURPOSE OF A RESUME?

A resume is a marketing tool that outlines your skills, education and experience as they relate to the job you are seeking. It is an important document that serves as a professional introduction to an employer. The purpose of a resume is to get you in the door for an interview so that you can further sell yourself as a candidate for the desired position. This packet will assist you in creating a comprehensive, targeted resume based on your individual skills and experience that you can use in your job search.

RESUME WRITING TIPS

- **SAVE YOUR RESUME ELECTRONICALLY. IT IS YOUR RESPONSIBILITY TO MAINTAIN A COPY OF YOUR RESUME. CREW DOES NOT MAINTAIN THIS INFORMATION IN OUR CENTERS.**
- Pay careful attention to spelling, punctuation, grammar, and style.
- Proofread your resume carefully and have other people, such as career counselors, professors, family members, or friends, proofread your resume.
- Organize information in a logical fashion. The Resume Worksheet can help you with your organization of material.
- Keep descriptions clear and to the point.
- As an associate or bachelor degree holder, you will most likely only need a one-page resume.
- Use a simple and easy to read font. We suggest Times New Roman or Arial in 12 pt. font.
- Use a good quality white or off-white bond paper.
- Include as much work experience as possible – even if it does not obviously relate to the job you are seeking. Every job has transferable skills (i.e. computer skills, writing, speaking, etc.)
- Tailor your information to the job you are seeking.
- Be honest – don't exaggerate.
- Be specific and give examples. Provide numbers (i.e. # of people supervised, amount of your operating budget, etc.) whenever possible.
- Use simple, everyday language.
- Include dates whenever appropriate (i.e. dates of employment, activities, etc.)
- Write out what acronyms stand for because an employer may not know what they mean.

■ CAREER OBJECTIVE

A good objective is essential. It should serve as the focal point of your resume, indicating what sort of job you are seeking, and what experience/skills you have to offer. It should be broad enough to cover any suitable employment, yet specific enough to indicate that you have a specific position in mind. When writing your objective, think about what skills you can offer to the employer, *not* what the employer can do for you. You can change your career objective depending upon the job for which you are applying. Some questions you may want to answer are:

- **What kind of employment do you want?** Full-time, part-time, etc.
- **What type of position do you want?** Nurse, Accountant, etc.
- **Is there a particular industry you want to work in?** Banking, healthcare, distribution, etc.

Getting Started: Objective Formula

Focus on the kind of position you want and your skills and/or education.

Example: *Seeking a full-time position as an Administrative Assistant that will utilize my communication, data entry skills, and my strong work ethic.*

Create Your Own: _____

Additional Industry-Specific Example Objectives

Administration: *Seeking an administrative assistant position that will utilize computer knowledge, strong people skills, organizational abilities, and business experience.*

Healthcare: *Compassionate and highly skilled Registered Nurse desiring a part-time position in a progressive healthcare facility offering the best care and resources available to aid patients' recovery.*

Sales: *A professional sales position where my administrative and technical experience, initiative and interpersonal skills can be utilized to maximize sales.*

Warehouse: *Experienced warehouse associate seeking a first shift position using my forklift certification, production experience and leadership ability.*

TIP 1: You may choose to not use an objective if you are seeking multiple positions or if you have an extensive background in a certain field. A Highlights or Summary section may provide you with a better way to list your accomplishments and qualifications. (see pg 5)

Source: http://hotjobs.yahoo.com/resume/Effective_Resumes_An_Objective_Debate__20021115-1029.html?subtopic=Resume+Basics.

TIP 2: If it is not clear what direction or type of position you are seeking by viewing the resume, you will need to include an objective to help focus the content.

■ SUMMARY OF SKILLS

There are two common format options for your resume: **1) Functional (or skills-based), and 2) Chronological.** Read the following descriptions and/or talk with a counselor to decide what option is best for you. Keep in mind that your resume should be customized for each position and employer.

□ Option 1: Functional Resume

A functional resume:

- Emphasizes your skills and experience and de-emphasizes your places and dates of employment by grouping skills into categories and listing job titles at the bottom of the page.
- Identifies 2-3 skill areas that are most relevant to the career you are pursuing (see example sub-headings below).
- Is a good resume format for mature workers, career changers, stay-at-home moms, and/or individuals who may lack related work experience.

It may be helpful to look at current job postings to get an idea of the skill sets employers are looking for in your desired field. After you have identified these skills, create bullet point statements that describe how you have successfully demonstrated this skill in the past (see example below and example resumes).

Example Headings:

Relevant Skills and Accomplishments

Related Skills and Experience

Example Subheadings:

Accounting

Administrative

Communication

Computer

Management

Customer Service

Marketing

Planning

Product Development

Organization

Sales

Analytical

Strategic Planning

Supervision

Teamwork

Training

Writing

Patient Care

Example of Skill Sections and Relevant Descriptions:

Relevant Skills and Accomplishments

Management

- Oversaw all aspects of personnel and operations of an 8-court racquetball club, including full financial accounting of \$250,000 annual revenues.
- Forecasted and developed \$100,000 annual operating budget for \$10 million facility covering salaries, monthly guest fees, rentals, locker room supplies, uniforms, locks and keys.
- Cut costs by 20% through cost-effective purchasing of supplies.

Project Management

- Successfully maintained the continuity and direction of a \$7.4 million fund raising project under several changes of management.
- Recruited 25 fund-raising volunteers by persuading them of the value and satisfaction of participation.
- Facilitated biweekly planning meetings on campaign strategy and progress, to reaffirm volunteers' commitments.

□ Option 2: Chronological Resume

A chronological resume includes a career summary*, a description of your functional skills, *and* a chronological history. It is a useful format for someone who is on a career track, wants to stay on that track, and has a strong performance record. This is your opportunity to highlight the skills most relevant to each employer. Create skill statements that show a clear relationship between the skills you have and the skills requested by an employer.

***If you use a Summary or Highlights section, you may want to remove the objective. This gives you the opportunity to summarize your accomplishments and highlight your career goals in one section.**
Source: George Mason University, <http://careers.gmu.edu/students/jobhunt/huntref/resumecontent.htm>.

Example of section headings:

Professional Profile	Summary of Qualifications
Summary of Skills	Highlights

Example of Skill Statements:

Summary of Skills

- Skilled at organizing complex projects, defining project priorities, and delegating tasks.
- Skilled at encouraging others and developing rapport.
- Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success.
- Excellent communication, interpersonal and organizational skills.
- Excel at directing a cohesive staff in the successful attainment of objectives.
- Demonstrated accuracy, attention to detail and ability to work well in a team environment.
- Able to work under pressure and meet deadlines.
- Able to serve as an agent for others, and trusted to speak on their behalf to accomplish desired results.

Create Your Summary of Skills *(use the additional paper if needed):*

Section Heading: _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

■ EXPERIENCE

When describing your responsibilities and accomplishments, try to highlight areas that are specifically relevant to the type of position you are seeking. Start each description with an action word (see list of action words on page 7). Do you lack full-time work experience? Don't worry...part-time, temporary and volunteer work are all valuable experiences and can be used to highlight transferable skills. It can sometimes be challenging to describe these job tasks on your resume. When doing so, think about the top skills listed below and how you developed these skills through these experiences.

Check off the skills below as you address them in your resume.

- | | | |
|---|---|---|
| <input type="checkbox"/> Communication Skills
(verbal and written) | <input type="checkbox"/> Initiative | <input type="checkbox"/> Flexibility/Adaptability |
| <input type="checkbox"/> Strong Work Ethic | <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Computer Skills |
| <input type="checkbox"/> Teamwork Skills | <input type="checkbox"/> Problem Solving Skills | <input type="checkbox"/> Technical Skills |
| | <input type="checkbox"/> Analytical Skills | |

You don't have to cover them all, but it is advisable to include several of them, if possible.

Source: Job Outlook 2008, National Association of Colleges and Employers

Name and city/state of company: _____

Job Title: _____

Date From (Mo/YR): _____ Date To (Mo/YR): _____

Description of responsibilities and accomplishments

- **Example:** Sort 1,000 small packages each hour of operation quickly and with a high level of accuracy.
- _____
- _____
- _____

Name and city/state of company: _____

Job Title: _____

Date From (Mo/YR): _____ Date To (Mo/YR): _____

Description of responsibilities and accomplishments.

- _____
- _____
- _____

Note: Use another sheet of paper for additional positions.

■ Action Words

Use action words to describe your experience and accomplishments. You should use present tense (i.e. “manage” or “collaborate”) when describing tasks that you are still doing. Use past tense (i.e. “managed” or “collaborated”) when describing tasks that you are no longer doing. Below is a list of action words you can use:

- achieved
- acquired
- adapted
- addressed
- administered
- analyzed
- anticipated
- assembled
- assisted
- audited
- budgeted
- calculated
- centralized
- changed
- collaborated
- composed
- condensed
- conducted
- constructed
- contracted
- converted
- coordinated
- created
- cultivated
- demonstrated
- designed
- developed
- devised
- discovered
- doubled
- drafted
- edited
- eliminated
- enforced
- established
- evaluated
- expanded
- explained
- forecasted
- formed
- founded
- generated
- guided
- hired
- implemented
- improved
- informed
- insured
- interpreted
- interviewed
- launched
- maintained
- managed
- marketed
- minimized
- motivated
- negotiated
- obtained
- operated
- organized
- originated
- oversaw
- performed
- planned
- prevented
- produced
- programmed
- promoted
- provided
- publicized
- published
- recruited
- reorganized
- reported
- researched
- resolved
- reviewed
- selected
- separated
- set up
- simplified
- solved
- surveyed
- staffed
- supervise
- taught
- tested
- trained
- used

■ EDUCATIONAL BACKGROUND

Begin with your most advanced degree and list all degrees and certificates in reverse chronological order. In other words, start with your most recent school and work backwards. If you have post-secondary experience, eliminate high school information from your resume.

Name of school: _____

City and State of school: _____ Major: _____

Graduation Date, Expected Graduation Date, or Dates Attended: _____

Degree, Certificate, or credits earned or working towards: _____

Note: Use another sheet of paper for additional institutions.

OTHER INFORMATION *skip sections that are not applicable to you*

Use this section to identify skills that are relevant to the positions you are applying for. If you have post-secondary experience or you have not attended high in the past couple of years, do not include high school activities on your resume.

- Professional Certifications/Licenses & Language Fluency**
Example: CPR/First Aid Certification. Fluent in Spanish.

- Computer Skills**
Example: Proficient in Microsoft Office: Word, Excel, and PowerPoint

- Merit Scholarships, Awards, Honors** (include dates)
Example: Dean's List, Fall 2002 & Spring 2003; Perfect Attendance Award 2003

- Co-Curricular Activities** (sports, clubs, volunteer activities, etc. List full name of organization, include dates, and include offices/positions you have held if applicable.)
Example: Norton's Suburban Hospital, Volunteer, Summer 2003

- Accomplishments** (achievement of sales goals, new accounts, increased revenue)
Example: Consistently exceed monthly sales goal by 15%.

- Military Experience** (branch of service, rank-rate, years of service, special assignments, etc.)

■ Resume Example – Functional

KAREN K. LESLIE

2600 Frankfort Rd.
Shelbyville, KY 40022
502-555-5555
kkleslie@yahoo.com

OBJECTIVE:

A full-time position as a Licensed Practical Nurse in an assisted living facility, utilizing my accuracy abilities, people skills, and educational background.

EDUCATION:

Jefferson Community College
Diploma, Licensed Practical Nurse

*Shelbyville, KY
May 1995*

SKILLS:

HEALTHCARE

- Provided prescribed medical treatment and personal care services to the ill, injured, convalescent and handicapped persons.
- Observed patients and reported adverse reactions to medication or treatment
- Took and recorded patients' vital signs.
- Sterilized equipment and supplies using germicides, sterilizer and autoclave.
- Inventoried and requisitioned supplies.

INTERPERSONAL SKILLS

- Spearheaded planning efforts to hold first annual Holiday Bash for residents.
- Awarded Wal-Mart Employee of the Month on 5 separate occasions.
- Sold variety of jewelry, surpassing sales goals each month of employment.
- Provided excellent customer service, helping customers pick the perfect piece of jewelry for their style and price range.

LANGUAGES SPOKEN

- English
- Spanish
- French

EMPLOYMENT:

Wal-Mart Super Center
Sales Team Member (Jewelry Department)

*Shelbyville, KY
February 2004 to Present*

Homemaker

*Louisville, KY
March 2000 to January 2004*

Silver Spoons Nursing Home
LPN

*Louisville, KY
August 1995 to March 2000*

REFERENCES:

Available upon request.

■ Resume Example – Chronological

Jane Doe

200 West Broadway Suite 900
Louisville, KY 40202
502-555-5555 (home)
502-555-5555 (cell)
jane.doe@kctcs.edu

Objective: Seeking a part-time supervisor position at UPS that can utilize my leadership and communication skills.

Education: Jefferson Community and Technical College Louisville, KY
Associate of Applied Science Presently Attending
• Major: Business Management
• GPA: 3.5

Summary of Skills:

- Demonstrates strong leadership skills through membership in UPS Safety Committee and Student Senate.
- A problem solver who works well under pressure and quickly adapts to changing situations.
- Superior communication skills and able to quickly develop rapport with students, co-workers, and supervisors.
- Proficient in using Microsoft Office (Word, Excel, PowerPoint, and Publisher).

Experience: UPS Louisville, KY
Package Handler 6/2008 to Present
• Demonstrate ability to work in a fast paced environment when loading boxes onto planes.
• Display attention-to-detail when adhering to safety protocols and procedures.
• Ensure that each package arrives at its destination on time and in good condition.
• Exhibits strong organizational skills through being a Metropolitan College Student.

Gap Louisville, KY
Sales Associate 5/2007 to 5/2008
• Trained all new employees to perform inventory and operate a cash register.
• Exhibited strong customer service through answering questions and making clothing recommendations upon request.
• Utilized problem solving skills to resolve customer concerns.

Honors and Activities:

- Student Senate Member, 2008-Present
- Honor Roll Recipient, Spring and Fall 2009

References: Available upon request

CHECK FORMATTING

How your resume looks can be just as important as what it contains. You don't want your target employer to be distracted by poor formatting or overwhelmed by text. Keep the following formatting tips in mind when creating your resume.

Clearly define the type of job or organization, specify skills as applicable.

Objective:

Use professional sounding email address.

Jane Ann Doe
123 Main Street
Any City, KY 12345
555-555-5555
jane.doe@kctcs.edu

Use larger font than rest of text-14 points

Spell out all abbreviated words with exception of states.

Seeking a part-time position in early childhood education while pursuing my degree.

Education:

Jefferson Community and Technical College

Louisville, KY
Currently Attending

Associate of Arts
Major: Education

Spell out abbreviations such as Bachelor of Arts, not B.A.

Omit high school information

Summary of Skills:

Customize summary of skills based on academic program.

- Communicates effectively, both verbally and in writing, with students, parents, and co-workers.
- Team player who excels in building trusting relationships with individuals.
- Motivated self-starter who takes initiative with minimal supervision.
- Highly imaginative with many innovative ideas.
- Proficient in Microsoft Word, Excel, and PowerPoint and working knowledge of applications and programming.

Experience:

UPS

Small Sort Administrative Assistant

Louisville, KY
June 2008 to Present

State skills strongly: Action Verb + Details + Outcome/Results

- Correct package labels utilizing computer program.
- Scan and input 600-700 packages within a three to four hour window.
- Successfully handle multiple tasks, such as gathering invoices and maintaining package correction production.

Use consistent format (dates, titles, etc.)

Sunshine Day Care

Child Care Worker

Louisville, KY
January 2006 to June 2008

Don't use personal pronouns such as "I". Use present tense verbs for current jobs and past tense verbs for past jobs.

- Provided a safe, healthy and welcoming environment.
- Worked as a member of a co-operative team sharing housekeeping duties.
- Coordinated activities for children ages 2 to 3 in the areas of physical and emotional development.
- Instructed children in health and personal habits such as eating and hygiene.

References:

Available upon request

Make sure headings stand out.

OTHER POINTS TO REMEMBER

- Use 11 to 12 point font.
- Balance text and white space on the page; adjust margins to make sure the text will fit well on the page.
- Keep resume to one page, and ensure there are absolutely NO errors—use spell check and have someone proofread it.

