

TAKING ACTION

RESUME PREPARATION TYPICAL STRUCTURE FOR A RESUME

Identifying Information. Anyone reading a resume wants to find information easily and quickly, so the identifying information you use should stand out clearly. This information provides your name, address, phone number and e-mail address.

Objective. The objective is a concise statement (generally 1-2 lines) that specifies a position, field of work or skills to be used on the job. The objective provides the focus for your resume, it is an optional section.

Headings. Headings are used to highlight your particular areas of strength or experience. Create headings that best fit your experience. Some examples are: Special Skills, Related Projects, Internships, Leadership, Computer Experience.

Education. This entry should include the name of your college, the city and state, the degree you received or expect to receive, and the date of the degree. If you are a recent graduate, this may be your strongest section so you may want to enhance it by including information on projects, curriculum or honors. Study abroad experience could also be included in this section.

Work and Experience. List your position title, place of employment, city, state and dates. Write supporting statements that give evidence that you have the skills the employer needs and wants. Avoid “responsibilities included.” Instead, make your descriptions powerful by starting each one with a verb. Below is a list to get you started.

Activities. If your work history is limited, this section may provide the primary material for your resume. If this is the case, rather than just listing the name of the group you were affiliated with or the position you held, describe what you accomplished or the purpose of the group (if not evident from the group’s name). If space is at a premium, you may simply list the organization and your position.

References. It is optional to include a statement indicating that references are available. If you want to list your references, do so on an attached sheet, not on the resume itself. See page 24.

RESUME KEY POINTS

- **The purpose of a resume is to get you an interview.** Your interview should get you a job. If you’re getting interviews from your resume, it’s doing its job.
- **A resume is a marketing piece, not a history piece.** Decide carefully what to include and leave out. It’s not your life story; it’s your personal sales piece.
- **Your resume should be targeted to the job for which you are applying.** Be specific and particular in showing your interest and suitability.
- **If possible, keep your resume to one page.** Definitely use a clean, concise style. Your resume may be judged in 10-30 seconds. Grad students can usually go to two pages.
- **Read job descriptions and requirements carefully.** These tell you what to emphasize on your resume.
- **Have someone proofread your resume carefully.** Errors often screen out otherwise qualified candidates.

resume action words:

Administered
Analyzed
Appraised
Audited
Balanced
Budgeted
Collaborated
Communicated
Compiled
Completed
Conducted
Consulted
Contributed

Coordinated
Created
Critiqued
Decreased
Demonstrated
Designed
Developed
Directed
Distributed
Documented
Edited
Enhanced
Established

Expedited
Facilitated
Financed
Generated
Improved
Implemented
Initiated
Investigated
Led
Managed
Negotiated
Organized
Planned

Presented
Prioritized
Produced
Researched
Reviewed
Scheduled
Shared
Supervised
Supported
Trained
Updated
Worked
Wrote

REVERSE CHRONOLOGICAL RESUME

Most recent education/experience first
Most common format preferred by employers.

Write in a concise style. Omit personal pronouns and articles (a, the).

THOMAS DAVIDSON
tds@u.washington.edu

Current Address:
401 Hagggett Hall
University of Washington
Seattle, WA 98195
206-543-1212

Permanent Address:
400 Whitman Avenue
Yakima, WA 98555
360-555-1212

OBJECTIVE

Internship in the Human Resources field.

EDUCATION

Bachelor of Arts in **Business Administration**, GPA: 3.4, June 2010
University of Washington, Seattle, WA
Completed 12 credits in Human Resources

Diploma, Roosevelt High School, Seattle, WA, June 2006

EXPERIENCE

Customer Service Representative, September 2008 - present

Key Bank, Home Loan Center, Seattle, WA
Lead educational seminars for first-time home buyers. Train new staff members to process home equity loans. Assist managers in organizing employee orientation.

Mentor/Tutor, December 2007 - June 2008

Early Scholars Outreach Program, Seattle, WA
Monitored school performance of students from inner-city schools. Planned motivational activities for students. Designed and led workshops for parents of students.

Hall Government President, September 2006 - June 2007

University of Washington, Seattle, WA
Planned activities designed to enhance students' university experience. Collaborated with administration to ensure quality of services. Trained and supervised student staff.

Courtesy Clerk, June 2004 - September 2006

Safeway Stores, Seattle, WA
Don't include personal information (marital status, health, weight) or photo.

ACTIVITIES

Active Member, Distributive Education Club of America (DECA),

Roosevelt H.S., 2005 - 2006
Member, Speech and Debate team, Roosevelt High School, 2003 - 2004

HONORS/AWARDS

Dean's List, UW - 3 quarters
UW Alumni Student Leadership Award, 2007
Golden Acorn/Award (for outstanding community service), 2005

Describe associations and awards if not commonly known.

John Turner

555 North Pine Street
Seattle, WA 98105

206-555-5555
jturner@u.washington.edu

Indicating hours worked during school shows qualities employers look for: energy level and responsibility.

OBJECTIVE

Entry level position in mechanical engineering with the Boeing Company.

EDUCATION

University of Washington

Bachelor of Science in Mechanical Engineering

- GPA in major: 3.3
- Worked 20-40 hours a week while attending college full-time.
- Supported 75% of college costs.

Seattle, WA
Expected March 2009

Special Projects

Automated SwingAway Fetchless Battling Tee, Winter 2009

- Designed motion control system using stepper motor, Motorola 68HC11 microcontroller, and LCD screen.
- Wrote computer code using Assembly computer language.
- Researched human factors for required torque load of stepper motor.

RELATED EXPERIENCE

Avoid purely personal evaluations. "I am an intelligent and diligent researcher" is not recommended. Instead, "Successful completion of three major research projects" is more effective.

Micro Encoder, Inc.

- Test Engineering Intern
- Designed test system using servo-mechanical components.
- Conducted research and tests on next generation linear encoder scales.
- Documented test system including details and schematics using AutoCAD.
- Fabricated mechanical and electrical components for repair and creation of test equipment.

Kirkland, WA
June 2008 - present

Charles A. Gove and Associates, Inc.
Computer Aided Drafter

- Drafted plans and details using AutoCAD for mechanical, electrical, and environmental engineers.
- Updated Spill Prevention and Containment Countermeasure plans as specified by federal law.

Seattle, WA
Summer 2007

OTHER EXPERIENCE

University of Washington Career Center

- Peer Advisor
- Provided career services information to student groups up to 135.
- Assisted with web site upgrade.

Seattle, WA
Sept 2006 - June 2007

Include names of specific programs used.