

GUIDELINES FOR WRITING YOUR RESUME

Making it Professional & Memorable

A resume must be short, easy to read; and quick to draw information from. Its job is simple: to get you the interview. Your resume is what will sell YOU to the company. When writing your resume, **remember your audience and target your resume accordingly.** Students who seemingly want “any job” do not impress employers. Students who have carefully thought about their skills, abilities and achievements and know how these relate to the type of work they are seeking impress them.

STYLE AND APPEARANCE

- The first impression of your resume should be favorable; make it look nice
- Imagine “vertical lines” – everything should line up properly (dates, locations, etc)
- Should be kept to 1 or 2 pages (aim for one).
- A manager will only glance at it for 15 seconds.
- Your name should be front and center and bold.
- Your resume must be well organized; easy-to-read; contain up-to-date information
- Needs to be grammar and spelling error free.
- Avoid Bright colours and “fancy fonts”
- Make sure your email address is professional; might be time to get a new one

ORGANIZATION

- The most important information should go first
- For example, if your Work Experience would be of greater interest to the employer than your Education, put it first
- All dated items should be listed chronologically, with the most recent at the top.

Pearl C. Sharp
9876 NE Humbolt St.
Portland OR 97212
(503)264-3131
pcsharp@yahoo.com

Objective
Entry-level position in software development and/or testing.

Skills

- **Software Development:** Object-oriented analysis and design, UML, Spiral development methodology
- **Languages/Scripts:** C, C++, C#, Assembly, Java, MFC, Perl, JavaScript, HTML, XML
- **Operating Systems:** Windows (98/2000/NT/XP), Linux, Unix, DOS
- **Development Tools:** MS Visual Studio, UMLPad 1.13, RCS, TASM and A86 assemblers
- **Other:** Software QA and testing, Technical writing, Customer/technical support, Team-based project management

Education

- AAS in Computer Software Engineering Technology, 2003
Portland Community College, Portland, Oregon
- BS in Philosophy, 2000
University of Washington, Seattle, Washington

Experience

- Web Designer/Administrator, 2001 – Present
Who? Software Inc., Beaverton, Oregon
Duties: Web site design and management, Server administration, Developing e-commerce and security elements, CGI/Scripting, Maintaining databases and libraries, Browser and usability testing/troubleshooting
- Technical Support, 1999 – 2000
Stream International, Seattle, Washington
Duties: On-line and phone support for MS Office and Internet Explorer users

References on Request

Name Withield
123 TURNER MEADOW DRIVE, RALEIGH, NC 27603
HOME: 919.221.4067 • MOBILE: 919.416.7690 • EMAIL: name@name.com • NID: 1234567

Proven crew supervisor and manager with 15+ years in utility and construction work. Skilled in the operation, maintenance and repair of large scale utility distribution systems. At my best when tackling difficult technical problems and motivating team members to get the job done right.

Professional Skills

- **Project Management:** Scaled and estimated labor costs
- **Created job cost time and profit budget**
- **Work cooperatively with engineers, architects and inspectors**
- **Implement safety programs**
- **Cost code payroll**
- **Responsible equipment**
- **Maintain equipment logs**
- **Construction:** Supervise large scale construction projects
- **Operate heavy equipment like excavators and backhoes**
- **Oversee equipment**
- **Read and issue**
- **Prepare job site**
- **Log materials and formwork**
- **Water Systems:** Upgrade existing infrastructure
- **Install forced air and create**
- **Site plan**
- **Install system applications**
- **Remove and replace check**
- **Valves and backflow preventers**
- **Repair and replace buried and**
- **Install applications**
- **Repair leaks in industrial pipe**
- **Perform electrical and pipe**
- **Coordinate and regulate fire**
- **Working and water**
- **Installation**

Language

- **English**
- **Portuguese**
- **Computer**
- **Excel, Access, Word, Internet, Email**

Education and Certifications

- **Hendrick Hudson High School**
Newtown, NY 2001
- **OSHA Safety Course**
10 hours, 2006
- **Certified in:**
Trrenching & Excavation, Earthshaking, Confined Space, Computer Perms.

Work Experience

General Contractor Foreman, Assistant Superintendent
Thibault Construction, Inc., Hillsborough, NC 08/2005 - Present

Oversees a variety of utility construction and distribution projects, including large scale water, sewer, and storm water pipe installation. Successfully completed projects for the City of Raleigh, City of Durham, City of Greenville, NC State University and UNC-Chapel Hill. 90% of project completed on time and within budget.

Foreman, General Contractor
Bechtel Construction, Inc., Raleigh, NC, NY 06/2000-07/2005

Owned and operated a successful, full-scale construction and remodeling company. Specialized in residential remodeling and additions, interior and exterior restoration, foundation work, plumbing and landscaping. Improved productivity by 8-10% each year and successfully bid business in 2005.

Site of Maintenance
Superintendent, 2 Employees
Town of Oakleaf Highway Department, Oakleaf, NY 01/1994-05/2000

Performed storm, water and sewer line installation and repair, sewer pump station maintenance, sewer flowing, blocking and catch repair and emergency work. Responsible for 24/7 address weather response. Received promotion and several merit raises. Recognized by management for personal initiative and exceptional work ethic.

Key Projects

- UNC-Chapel Hill Ball Tower Project (replace storm and utility lines)
- **Anton House & Hospital (water)**
- **Anton House & Hospital (sewer)**
- **Anton House & Hospital (storm)**
- **Project in Durham (water & industrial water sewer)**
- **Colonia 21 Run Lady Project**
- **Confidential project in Wake**
- **Private Air and for Run Utility Project**
- **Site City Dam Project (replace distribution and water line)**
- **2003 Pullman Bridge and Rocky River**
- **Plant 2 Project (storm water)**
- **Home Care Hospital (water and sewer)**
- **Certified in Backflow Test (site work)**
- **South Hillsdale Creek in Greenville, NC (gasline and water pipe)**
- **City of Raleigh Water Project** RCSI

Tiffany Tanglow
22 Trix Boulevard • Rosell, NJ 01088 • 834.608.9943 • tiffanyt@yahoo.com

Education

Saint Joseph's University, South Orange, NJ, May 2006
Dual Degree Program: M.A. International Relations, M.S. International Business
Overall GPA: 3.7/4.0

Saint Joseph's University, Philadelphia, PA, May 2003
B.A. International Relations, French Minor
Saint Joseph's Academic Scholarship – 25% tuition grant, Dean's List, Spring 2001, 2002, 2003

International Business Seminar; Krakow, Poland/Prague, Czech Republic, Summer 2005
Graduate practices examining emerging market trends in transitioning Eastern Europe

European Union Study Seminar; Brussels, Strasbourg, Luxembourg, Summer 2004
Attended a series of official briefings at the European Court of Justice, the Court of Auditors, European Investment Bank, the European Commission, European Council, and US Mission to NATO

University of Laval, Quebec City, Canada, Summer 2002
Intensive French immersion program

Experience

Office of United Nations Institute for Training and Research, Itern, NY, NY, 7/04 – 11/04

- Provided logistical support for country delegate training seminars including, International Law of the Sea, the World Bank, and G8/Group of Ten
- Completed evaluation seminar summaries distributed to the Department Chief in Geneva, Switzerland
- Personally interfaced with high level diplomats and ambassadors from countries including, Nicaragua, France, and Nigeria

Performed research for Law of the Sea seminar at the Dag Hammarskjöld Library

John C. Whitehead School of Diplomacy and International Relations – Seton Hall University, Graduate Assistant to the Dean of Students, 5/05 – Present

- Selected to represent the school at receptions for visitors including, Prince Turki Al-Faisal of Saudi Arabia, European Union Ambassador to the UN, John P. Richardson, and former US Deputy Secretary of State, John C. Whitehead
- Created school's first ever alumni file, updating records for more than 1,000 graduates
- Planned, organized and executed seven "First Friday" events welcoming dozens of freshmen into the Whitehead school
- Awarded Graduate Assistantship Scholarship, earning 100% tuition grant

Office of US Senator Rick Santorum, Intero, Philadelphia, PA, 1/03 – 5/03

- Drafted more than 30 letters on the Senator's behalf to constituents and organizations
- Created database of all constituents applying for Senatorial recommendations for service academies

The Old Mill Inn, Whitespring Lake, NJ, 8/03 – 5/05
Worked 50+ hours/week while attending school to help finance college and post graduate education

Skills/Qualifications

- 14 years of international experience from living abroad
- Intermediate French and colloquial Egyptian Arabic

Some clean, professional resume samples

SKILLS SUMMARY

- It is important to identify to the employer what general skills you possess
- Include three to six points outlining your most relevant strengths for the type of work you are looking for.
- If you are proficient in other languages or have any other special skills related to the specific type of work you will be doing, include them here.

ACTIVITIES AND INTERESTS

- State your role (e.g., Member, President), the name of the organization and the dates during which you were involved. Organize this information in reverse chronological order. State if any positions were elected or appointed.
- At the bottom of the section include interests such as physical fitness, hobbies, sports and/or leisure activities.

REFERENCES

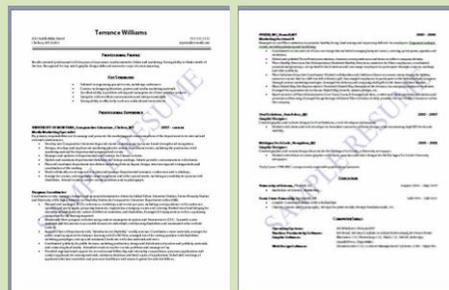
- Avoid “References available upon request”
- Include at least two responsible adults as references for the employer to call to verify the information given in your resume. You shouldn't use family members.

Firstname Lastname
Job Title
Phone Number
Email Address

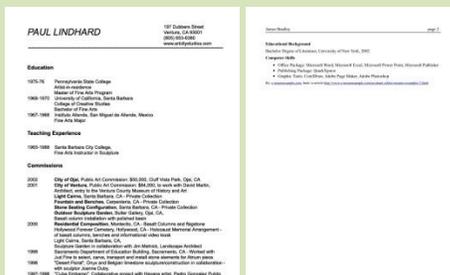
Firstname Lastname
Job Title
Phone Number
Email Address

How Many Pages Should my resume be?

Most high school students should be able to keep a resume to one page. If you have to go to 2 pages, try to fill at least half of the 2nd page. Avoid large blank spaces.



A good 2 page resume



A bad 2 page resume

[Content of a solid resume]

PERSONAL INFORMATION

Center this information at the top with your name in larger and bold font.
Include your address, telephone number, and email

JOB OBJECTIVE OR CAREER GOAL

- A job objective or career goal is a brief personal summary about who you are. This is done in paragraph form, not point form, and includes what you would bring to the job, but also, what you would like to learn from your experience. This gives the employer an idea of what you want to do and how you can benefit his/her company.

WORK EXPERIENCE

- Organize jobs in reverse chronological order, starting with most recent
- Date (month and year) when you began and date when your job ended
- Job title: create an accurate one if you did not have one
- Name of the company or organization and its location
- In point form, detail what your responsibilities were for the job listed

EXAMPLE:

June 2018 – Present	Save-On-Foods	Langley, BC
<i>Cashier & Customer Service Rep</i>		
<ul style="list-style-type: none">• Packed, bags, straightened shelves, worked a cash register, customer service representative		

VOLUNTEER EXPERIENCE

- Organize volunteer experience the same way you would work experience

EXAMPLE:

Summer 2016	BC Summer Games	Burnaby, BC
<ul style="list-style-type: none">• Helped organize athletes, time various events, and maintain a clean grounds		

EDUCATION

- List your education starting with the most recent year. List the year(s) you attended in bold; then the name of the school; and finally the grade or completion of special programs.

EXAMPLE:

Sept 2017-Present	Walnut Grove Secondary School	Langley, BC
<ul style="list-style-type: none">• Currently in Grade 12• B-Honour Roll & Work Ethic Honour Roll Grades 8-11• French Immersion		

Resume Vocabulary

Try to incorporate these terms when describing yourself. They will help make you stick out, especially if the company is using a computer to scan a large collection of resumes.

accomplished	directed	lead	reduced
achieved	discovered	learned	referred
adapted	drew	maintained	repaired
addressed	edited	managed	reported
administered	eliminated	mediated	represented
advised	energized	mentored	responsibility
analyzed	established	modeled	retrieved
anticipated	estimated	monitored	reviewed
arranged	evaluated	motivated	risked
assembled	examined	negotiated	scheduled
assessed/appraised	expanded	observed	selected
ed	experimented	obtained	sensed
assisted	explained	offered	served
audited	filed	operated	set-up
budgeted	financed	ordered	shaped
built	fixed	organized	showed
calculated	for	originated	sketched
chaired	formulated	oversaw	sold
charted	founded	painted	solved
checked	gathered	perceived	spear-headed
clarified	generated	performed	spoke
coached	guided	persuaded	studied
collected	had	piloted	summarized
communicated	handled	planned	supervised
compiled	headed	played	supplied
completed	helped	predicted	surveyed
composed	identified	prepared	symbolized
computed	illustrated	prescribed	systematic
conducted	implemented	presented	talked
conserved	improved	problem-solved	taught
consolidated	improvised	processed	team-built
constructed	increased	produced	tested
consulted	influenced	programmed	trained
contributed	informed	projected	transcribed
controlled	initiated	promoted	translated
coordinated	innovated	protected	traveled
counseled	inspired	provided	volunteered
created	instituted	publicized	
decided	instructed	purchased	
defined	integrated	questioned	
delegated	interpreted	raised	
delivered	interviewed	realized	
demonstrated	invented	reasoned	
designed	inventoried	received	
detected	investigated	recommended	
determined	involved	reconciled	
developed	judged	recruited	