

\*  
THE ULTIMATE  
*Resume*  
WRITING GUIDE



**CAREER DEVELOPMENT CENTER**

**JOHN BROWN UNIVERSITY**

[www.jbu.edu/career-development/](http://www.jbu.edu/career-development/)

## UNIT #1: Introduction and Overview

A well-crafted resume will set you apart from other candidates. Resumes do not only list your work experience or technical skills, but they also highlight the skills you gain from your past experience. This guide will help you to understand all that a resume should include in order to distinguish you from your competitor and help you to succeed in the workforce. If you are a freshman or sophomore in college and don't have a lot of work experience, do not worry. Resumes evolve throughout the college experience, and you will be able to start building a more prosperous resume as you become involved on campus and in the workforce.

### 5 Steps to Consider Before Writing a Resume

Resumes have different sections that enable readers to easily understand the applicant and to find the needed information. This guide breaks down each section to help you to include the most important elements. However, there are five steps you must consider before writing your resume. These five steps will enable you to create the best possible resume.

#### 1 *Analyze Job Description and the Company*

Resumes are your opportunity to make a good first impression on your potential employer. Resumes should target the specific job that you are seeking. If you are attending a career fair in which you don't know who the employers are, we recommend you use a generic version of your resume, which we will explain further in this guide, and then you may follow up with a more specified version of your resume. Be sure to understand the job description and what skills the company is looking for in an employee. Market those areas where your experience and skills can align with what the company is looking for. In addition to the job description, research the company you are applying to. Understand their core values, mission statement, work environment, and history.

#### 2 *Create a List of Accomplishments and Results From Previous Experiences*

Chronologically, list all accomplishments from previous experiences. We encourage you to focus on the outcomes of your efforts. Remember that a resume is your personal promotional tool so don't be modest and highlight those aspects of yourself that differentiate you. We recommend you to start by listing your work experience, volunteer work, internships, etc. Under each category, list your endeavors and provide specific details of what you have accomplished. Tell your employer what you did, why you did it, and how it had a positive impact on the company. Remember that measurable results will always stand out. Tasks are normally things that anyone can be assigned to, but accomplishments reflect what you can do.

### 3 *Write Structured Sentences*

Now that you have reviewed the company and have a list of your accomplishments, the next step is to formulate descriptive sentences that you will use when writing your resume. Remember that every job description is different so every resume should address such specifications. Going through the same process, choose those accomplishments or tasks that align with the company description and with the things that you could possibly do for them. Limit your descriptions to two sentences. Start with an action verb be sure to use the proper time frame (past or present). For example: *Conducted a marketing campaign that resulted in a 20% monthly sales growth.*

### 4 *Define Your Skills*

At this point, you should be able to identify those skills that have differentiated you in the past. List two set of skills, one including **soft skills** (skills that you have learned as a result from past experiences, like teamwork, leadership, etc) and another one with your **technical skills**, like software, machinery, hardware, etc.

### 5 *Create a Personal Statement*

Personal statements usually frame your personality, your driving force, your philosophy, and encompass your core values. Normally personal statements shouldn't be longer than three sentences. You can use this statement as a replacement for your resume objective, or you could use it as a guide to write a more compelling resume objective.

Now that you have a personal statement, a list of accomplishments, descriptive sentences about those accomplishments, and a list of your most amiable skills, you are ready to start building your resume. In the next section, you will see the different resume formats.

## Choosing a Resume Format

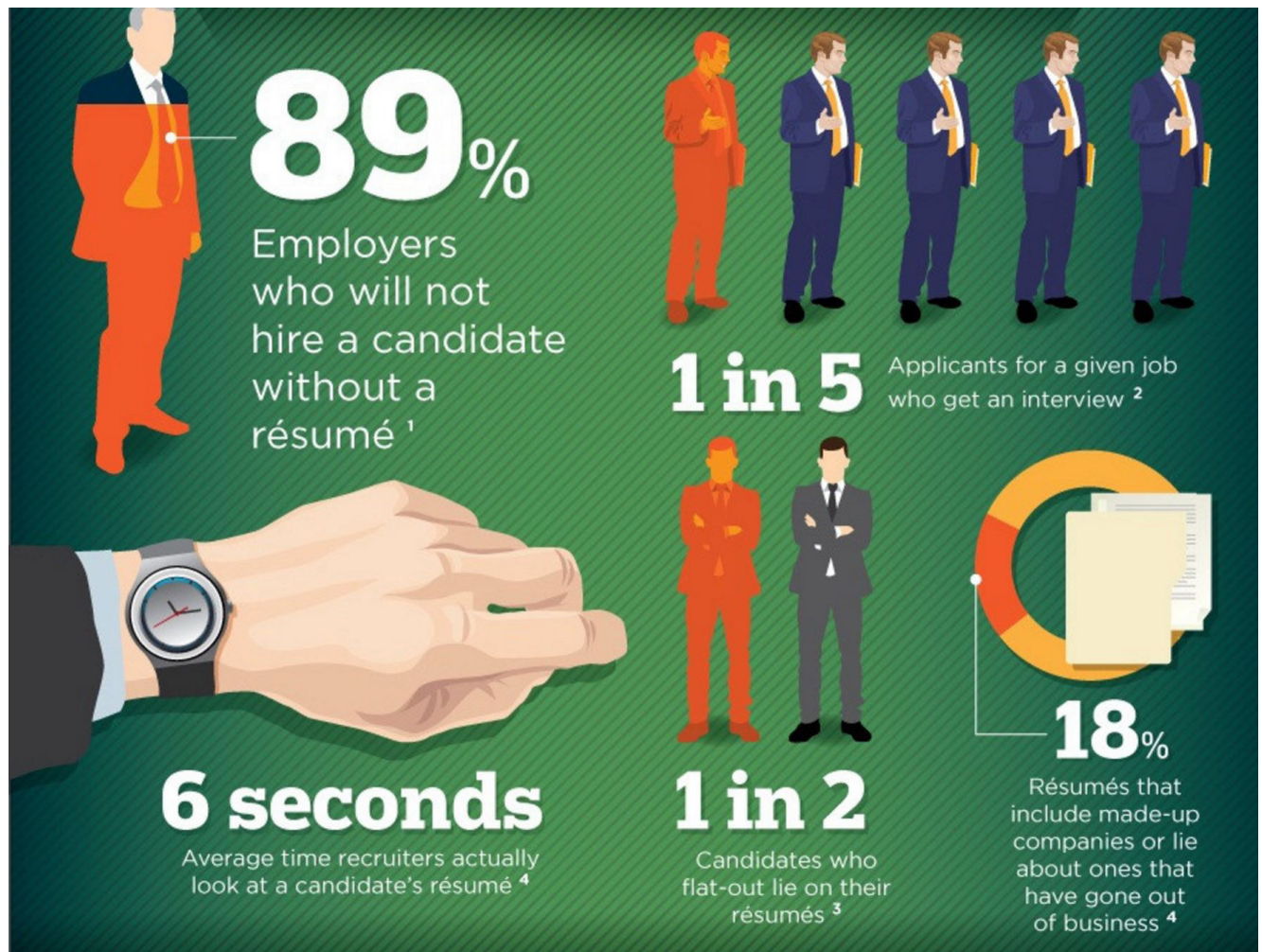
Different professional areas might need different formats. Also, your personal preference can be a determinant in the format you choose. However, we recommend you use a combination/hybrid or a chronological resume. Below is a list of characteristics of each resume format so you can choose the right one. Normally the main difference between these two types of resumes is that the chronological resume needs a separate subheading including skills, whereas the combination resume combines your skills within your work experience. In the appendix section, you will find examples of these two types of resumes.

## Chronological Resume

A chronological resume lists your experience in a reverse form (from present to past) and you focus on highlighting accomplishments and tasks rather than skills. Normally chronological resumes can have a separate section for listing skills.

## Combination Resume

A combination resume highlights your skills and is best used in a career change. It has a short work experience section where just the company, job title and date are listed.



By degreequery.com

## UNIT #2: Anatomy of a Resume

Whether you build a printed or a digital version of a resume, there are common trends that help both job seekers and employers to find the information in effective ways. Unit 2 is focused on breaking-up those elements for you to have a structure idea of how to write your resume. There are a few rules about the general layout of your resume. These are things that you can do to enhance your resume and minimize barriers for your reader. For example, make sure that there is a balance of white and black space on your resume. Your resume needs to have an eye pleasing balance on the page. In addition, your font choice matters. It should only be one or two different fonts and your text should not be smaller than 11pt.

### 1- The Heading

The heading is a small but critical part of the resume. It includes the following:

- *First and Last Name*
- *Current Contact Information*
- *Postal Address, Phone Numbers, Email Address, Web Site (if applicable), LinkedIn*
- *Permanent Contact Information (if different)*
- *Visual Page Break (optional)*

Make sure that you include your current contact information and an email address that is permanent, not your John Brown University email address (which expires about a year after graduation). You will also want to make sure that your personal email address is appropriate and professional.

Finally, make certain that you have checked the message on your answering machine to make sure that it is also very professional and would not embarrass you when a potential employer calls to leave a message. This is also a good time to encourage you to clean off your social sites. Even with a website as secure as Facebook, it is easier than you might think for an employer to gain access to your page by asking someone who is already your friend to log in for them.

The following is an example of a solid header.

<p style="text-align: center;"><b>Samual M. Harp</b></p> <p style="text-align: center;">sharp@gmail.com • 2171 3rd Avenue • Wilmore, KY 40390 • (555) 555-5555</p>
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## 2- Objectives and Personal Statements

One of the most frequently heard complaints made by recruiters about entry-level resumes is that they lack a specific objective. Often these resumes are fuzzy and have general objectives or no objective at all. Without goal clarity, applicants will miss an opportunity to grab the employer's attention and demonstrate that they are headed in a specific direction.

The only thing worse than the absence of an objective is a vague objective. Something like "My objective is to work with a dynamic company which will fully utilize my talents..." or "I desire to work for a company that will let me use my art degree" are examples of objectives that are too vague. These objectives are worthless because they do not give potential employers an idea about your goals or your direction. They also don't let the employer know what job you specifically are applying for. Finally, they don't indicate to the employer what you will do for them or why you should be hired over someone else.

Your objective should be clear, well-defined and concise. It should not exceed 15-20 words. It should be aimed towards getting a particular position in a specific industry and it should identify three to four specific skills/abilities that you will bring to the job. These skills should be "*value added*" and should highlight things that are outlined in the job description. These are things that the company will not have to teach you, but rather skills that you already possess and are eager to utilize for the company. Below are three examples of well written objectives:

- To obtain a position as a Support Specialist allowing me to use my skills in the fields of computer science and management information systems.
- To join an aircraft research team allowing me to apply my knowledge of avionics and aircraft electrical systems to advance the company.
- To obtain a position as a Child Care Advocate with the County Court System to help children and families in troubled situations by utilizing my child protection services background.

Sometimes specific objectives do not fit the purpose for your resume. For example, career fairs, networking events, or even the general digital resume that you post on LinkedIn could be exempt from having an objective. Nonetheless, you should include a personal statement that reflects who you are and what "added value" skills you could bring to any possible employers. You could also narrow your personal statement to your professional interest. For example, let say you are looking for a position in marketing, your personal statement has to highlight those things that make you a good candidate for a marketing job. Above are two examples of good personal statements for this specific case:

- To obtain a position in marketing to which I will bring analytical skills, two years of experience in advertising, and a willingness to learn and grow with your company.
- To obtain a full-time business position in a company that can challenge me every day to use my management, bilingual, and technological skills.

### 3- Education

Your education is something that can set you apart from other applicants who are applying for a particular job. The following are some guidelines for writing your educational section:

- Do NOT include your high school. The only time that you would actually include your high school is if you are a teacher and you are applying to teach in the same town from which you graduated high school. The only other reason that you would ever list your high school is if you attended an international high school and the job you are applying for has indicated that they want someone with cultural experiences outside the U.S. If you do NOT fall into either of these categories, do NOT include it in your resume.

- **Include:**

Name of Degree—major and minor (include multiple majors and minors if you have completed them)

Institution name, city and state

Expected graduation date (this is a critical component)

- **Optional:**

*GPA—3.0 or better*—The reason that you would not include anything below a 3.0 is that you don't want this to limit you from getting an interview. There are many electronic search engines that enable an employer to search for all applicants who have a 3.0 or better and if you fall below that line you won't be considered for the job. This is another instance; when in doubt, leave it out.

*Related Course Work*—These are courses related to the job— only include this if it is not apparent how your major course of study directly relates to the job you are applying for. For instance if you are an accounting major, you don't need to include course work for an accounting position.

*Academic scholarships or honors*—These need to be academically related and need to be somehow related to the job that you are applying for. Please don't list every semester that you made the Dean's List and please don't list every scholarship that you received in your time here at JBU, but rather list your Dean's List appearance only one time and only include scholarships if they were either full or half-scholarships to John Brown University.

The following is an example of a good educational section:

**Education** *John Brown University, Siloam Springs, AR*

*Expected Graduation: May, 2016*

B.S in Marketing

B.S in Business Administration

Minor in Graphic Design

## 4- Work Experience

The Work Experience section of your resume is one of the most critical components of your entire resume. This is what gives employers a brief snapshot of what you have done and what you can potentially do for them. This is not a place to tell the employer your entire life story, but it is a place to highlight work experiences that you have held and to emphasize the skills that pertain to the job that you are applying for.

This section can be arranged in several different ways. What determines the format for your resume is to decide if your most relevant work experience is at the top of the list. You might also consider using a *"Related Work Experiences"* heading for experiences that directly relate to the job you are applying for or include an *"Other Work Experiences"* heading for other jobs that you have held. The first job listed should be your current or most recent job experience. From there, you should list jobs in reverse chronological order (from present to past).

All of your work history must be in chronological order regardless of the format that you select. Also, be sure to include internships, resident assistant experiences, work study experiences, or anything on campus that you have been paid in some form to do. If space is an issue, don't worry about listing every job that you have ever held, but do include jobs that are relevant to the job you are applying for and make sure that they are in chronological order with the most recent experiences appearing first.

### *Each Job Should Include*

- Job title, company, city and state of each job
- Dates worked at the job (specific months and dates if possible)
- Describe current responsibilities in present tense
- Describe previous responsibilities in past tense
- Begin each phrase with an action verb (See list of action verbs in page 9)
- Use bullets for each point
- Don't just list responsibilities but list the skills behind the responsibilities
- List any accomplishments that you have had with your jobs
- Tailor this information to the position to which you are applying
- Use complete sentences

Every job that you apply for needs to have a work history that highlights transferable skills related to that job. One suggestion is to create an *"Exhaustive Resume"* which lists every job that you have ever held and every job function with its transferable skills. If you are able to create this kind of a resume, then every time you go to apply for a new job you don't have to recreate a new resume. Rather, you go through the exhaustive resume and select skills and responsibilities that you have had with each job that reflects the job that you are applying for. An example of an exhaustive resume can be found in the appendix.



## Skills List

### SELLING SKILLS

Bargained  
Communicated  
Confronted  
Influenced  
Initiated  
Inspired  
Manipulated  
Negotiated  
Persevered  
Persuaded  
Planned ahead  
Made policy  
Promoted  
Risky  
Seized opportunities  
Self-directed  
Sold ideas  
Spoke in public

### THINKING SKILLS

Analyzed  
Categorized  
Collected information  
Diagnosed  
Estimated  
Evaluated  
Examined  
Identified problems  
Learned quickly  
Made decisions  
Observed  
Perceived relationships  
Read  
Reasoned  
Recognized differences  
Tested a hypothesis  
Thought logically

### DOING SKILLS

Assembled  
Camped  
Cooked  
Delivered  
Drilled  
Farmed  
Fixed  
Gardened  
Innovated  
Installed  
Investigated  
Landscaped  
Lifted  
Maintained  
Pulled  
Pushed  
Turned

### ORGANIZING SKILLS

Bookkeeping  
Budgeted  
Collected data  
Compiled  
Copied  
Directed  
Filed  
Followed instructions  
Kept records  
Operated computers  
Organized  
Remembered  
Retrieved data

### CREATING SKILLS

Attended to detail  
Composed  
Conceptualized  
Creative writing  
Decorated  
Designed  
Illustrated  
Imagined  
Invented  
Painted  
Photographed  
Restored  
Sculpted  
Visualized

### HELPING SKILLS

Assisted  
Clarified  
Collaborated  
Consulted  
Discerned  
Encouraged  
Gave and received instructions  
Handled conflict  
Hosted  
Listened  
Motivated others  
Served

## Action Words

Every sentence of your work experience should start with an action verb, below is a list of actions verbs that might be helpful:

Acted	Cut	Innovated	Recommended
Administered	Defined	Installed	Recorded
Adapted	Delegated	Instructed	Recruited
Adjusted	Delivered	Introduced	Reduced
Advised	Demonstrated	Invented	Regulated
Analyzed	Derived	Investigated	Reinforced
Applied	Designed	Kept	Reorganized
Appraised	Determined	Led	Repaired
Approved	Developed	Managed	Reviewed
Arranged	Diagnosed	Maintained	Revised
Assembled	Directed	Mediated	Scheduled
Assisted	Drew up	Monitored	Screened
Balanced	Drilled	Negotiated	Sculpted
Billed	Edited	Notified	Selected
Blasted	Eliminated	Observed	Served
Bound	Enabled	Opened	Serviced
Briefed	Expedited	Operated	Set criteria
Built	Enforced	Ordered	Set up
Cared for	Engaged	Organized	Shipped
Carried out	Engineered	Packed	Sold
Clarified	Entertained	Participated	Solved
Cleaned	Established	Perceived	Structured
Coached	Expanded	Performed	Summarized
Communicated	Evaluated	Planned	Supervised
Compiled	Facilitated	Prepared	Supported
Completed	Farmed	Presented	Surveyed
Composed	Fashioned	Processed	Taught
Computed	Filed	Produced	Tested
Conducted	Formed	Programmed	Trained
Constructed	Formulated	Proposed	Translated
Contracted	Gathered	Proved	Tuned
Controlled	Generated	Provided	Tutored
Cooked	Guided	Publicized	Typed
Coordinated	Illustrated	Published	Updated
Created	Improved	Punched	Wrote
Cultivated	Increased	Received	

## 5- Skills, Hobbies and Volunteer Experiences

The skills section should highlight your skills that are most desirable by the employer. Take the job description and emphasize your skills that have been highlighted by the employer. Then, provided that you have those skills and abilities, list them in the order that they appear in the job description on your resume. With computer technology, this is also a way to rise to the top of the list when the employer searches for resumes with those terms.

The “Skills” section is also a great place to include the soft skills that you will bring with you to the job (provided that they are true of you). There is a list of the top ten soft skills that employers look for when hiring at the end of this section. Soft skills are important to employers because they are skills that they often don’t have time or resources to teach and if you already possess them you will surface to the top of their applicant list.

The final part of the “Skills” section is to list things that align with the employer’s expectations. This includes skills like computer programs that you are proficient at using, whether you can use a PC or a Mac operating system, whether you can use Microsoft Office and what specific programs you can confidently utilize. If you have had any international or cultural experiences, and if you speak another language at the conversational level. These are all very important skills for an employer to know about you and may very well give you an edge over the competition. Please make sure that if you speak another language well that you place this skill at the top of your list. Since we are becoming a more global society, this skill is becoming more and more important with employers.

### Skills Exercise

On the next page there is a list of transferable skills. Please keep in mind that we all have skills and that they are all relative. You may see a skill that sparks an idea about another similar skill that you have, take time to write these in on your own.

1. Rank yourself from 1-10 for each of the general skill areas (leadership, program administration, etc)
2. Rank yourself from 1-10 on each specific skill under each heading
3. Circle your top five favorite skills to use. These are skills that you would like to be able to use and develop on a daily basis. These are also skills that you should include in the development of your resume.

Scale (please score yourself on a 1-10 continuum using these descriptions as guidelines)

1 = I am incompetent at this

3 = I can do this, but I feel awkward and do not enjoy it

5 = I could take it or leave it. I feel average at this

7 = I am pretty good at this. I don't want to make a living at it, but I enjoy it.

10 = I am good at this. While I am doing things like this, I feel like a fish in water.

### *Leadership*

Knowledge, Judgment, or Skill to:

- ☐ Exhibit self-motivation and a positive attitude
- ☐ Motivate individuals and groups to perform
- ☐ Encourage effective teamwork
- ☐ Design and implement plans of action
- ☐ Set goals and follow through
- ☐ Assess and evaluate situations effectively
- ☐ Manage time efficiently and effectively through scheduling and prioritizing
- ☐ Handle multiple demands for commitment of time, energy, and resources
- ☐ Identify critical issues quickly and accurately
- ☐ Meet the needs of both the organization and the employees when possible
- ☐ Organize and plan projects or events
- ☐ Use integrity in decision-making

### *Program Administration*

Knowledge, Judgment, or Skill to:

- ☐ Interpret rules and regulations
- ☐ Analyze data and information
- ☐ Present ideas both orally and in writing
- ☐ Create innovative solutions to complex problems
- ☐ Ensure that tasks are completed on time
- ☐ Prioritize daily workload

### *Information Management*

Knowledge, Judgment, or Skill to:

- ☐ Research, investigate, and compile information
- ☐ Synthesize facts, concepts, and principles
- ☐ Compile, sort, and interpret data
- ☐ Identify and combine a variety of resource materials into final copy
- ☐ Formulate relevant questions and develop ways to supply and clarify answers
- ☐ Communicate facts and ideas clearly both orally or in writing
- ☐ Learn and use various computer programs and other information technology
- ☐ Access and apply specialized knowledge
- ☐ Manage a budget and keep accurate financial records

## Creativity

Knowledge, Judgment, or Skill to:

- ☐ Solve problems creatively, logically, and practically
- ☐ Create new processes or products using science, math, and/or imagination
- ☐ Write interesting and clear articles, reports, etc.
- ☐ Design activities to interest participants
- ☐ Market and display products to appeal to target audience
- ☐ Create visually intriguing and skilled designs, displays, or works of art
- ☐ Demonstrate convincing public speaking or acting skills
- ☐ Design web pages

## Interpersonal Communications

Knowledge, Judgment, or Skill to:

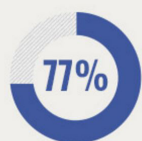
- ☐ Exercise "give and take" to achieve group results
- ☐ Understand and work within the group culture
- ☐ Listen actively and attentively
- ☐ Delegate tasks and responsibilities
- ☐ Interpret behavior and emotional patterns in individuals and groups
- ☐ Teach, supervise, and train others using easy-to-understand concepts and hands on experience
- ☐ Display understanding of, and respect for, people from diverse backgrounds
- ☐ Conduct in-depth interviews
- ☐ Express ideas and thoughts based on facts
- ☐ Mediate conflict with tact and diplomacy

## Personal Development

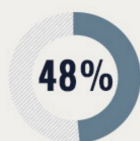
Knowledge, Judgment, or Skill to:

- ☐ Analyze life experiences for growth or change
- ☐ Identify, describe, and assess needs, values, interests, strengths, and weaknesses of individuals
- ☐ Instill self-confidence and self-esteem in others
- ☐ Develop personal moral code
- ☐ Demonstrate flexibility and commitment to change and learning
- ☐ Learn the value of hard work and persistence
- ☐ Devise means of dealing with extra stress
- ☐ Build from a historical perspective

### What are HR Managers Looking for In Candidates ?



Relevant  
Experience



Specific  
Accomplishments



Resume was Customized  
to the Open Position or not

By Blue Berry Labs



## Volunteering Experience

This section is also optional and should be included only if it serves the purpose of enhancing the reader's understanding of you. Do not try to list every activity that you have ever been involved in, but rather the ones that are applicable to the job that you are applying for. For instance, if you are in Toastmasters and you are applying for a job that requires you to make multiple presentations, you would want to include this in your list.

List all of the honors and activities that you have had significant involvement with.

- Dean's List (If you did not list this in the education section you may list it here.)
- Scholarships (Don't list every scholarship but only if they were half or full scholarships. List this here if it was not listed in your education section.)
- Leadership positions
- Clubs
- University Committees
- Sports
- Intramural activities

The following is an example of the Volunteer Activities/Honors section:

The following is an example of the Volunteer Activities/Honors section:		
<b>Activities/Organizations</b>	●Yearbook editor	●Big brother program
	●Business club	●Cause Student Ministry leader
	●Dean's List 2007, 2008	●Presidential Scholar
	●President of the Rugby Club	●SIFE member

## 6- References

Do not include your references on your resume. References need to be included on a separate sheet of paper. The paper should have a heading that matches the heading on your resume and it needs to be printed on resume paper as well.

Make sure that you ask your references if you can use them in that manner let them know when you provide their name as a reference to an employer and what position you are applying for. This will help your references to be informed when the employer calls. When you ask your reference to help in this way, make sure that you give them a way to decline the request. You don't want to include a reference that has reservations about your ability to perform.



You will want to have 3-4 references listed on your reference page. These references need to have the following included with each:

Name of Reference  
Title/position they hold  
Name of the Company  
Physical address  
Email address  
Phone number

Example: Bob Expert

Director of Marketing, Utopia Inc.

1345 Right Way Lane

Idea, IA 83905

[Bexpert@utopia.org](mailto:Bexpert@utopia.org)

1-243-223-8989



## Think Like a Recruiter



Recruiters spend an average of

**6 seconds**

scanning a resume before deciding if a candidate is worth calling for an interview



**76%** of resumes are discarded for an unprofessional email address



**88%** of resumes are discarded when they include a photo



**78%** of resumes are misleading

By Akken Cloud

## UNIT #3: Other Resources

Unit #3 includes information that you will find very helpful to refine your resume. You will find a resume checklist, do's and don'ts, and a self-instructional evaluation.

### *Top 10 Soft Skills Employers are Seeking*

1. *Communication Skills*—verbal and in writing
2. *Strong Work Ethic*—being dependable, hard working and committed to the job
3. *Teamwork Skills*—working well with others and in group settings
4. *Initiative*—Not waiting to be told what to do, but thinking ahead and taking action
5. *Analytical skills*—the ability to interpret data and to make sense of the data
6. *Computer Skills*—Using technological tools and ability to use specific programs
7. *Flexibility/adaptability*—not being afraid to embrace change and to it
8. *Interpersonal Skills*—relating well to others and customer service
9. *Problem-solving skills*—taking them on rather than avoiding them
10. *Technical Skills*—those that apply to specific fields

### *Essential Keys to a Combination Resume*

A combination resume is based upon the same principles as a Chronological Resume, but it emphasizes the summary of your work experiences instead of individual experiences that you have held. This format also helps if you have been out of the work force for several years and are trying to re-enter.

The “*Skills Section*” or “*Profile Summary*” is usually the first heading in this type of resume. In this section you will list:

- General skills you bring to the job
- Special skills you possess that are job related
- Skills that might set you apart from other applicants

The next section of this type of resume is the “*Work Highlights*” section of this resume. This section will contain all of the work you have done in all of your jobs that specifically relate to the job that you are applying for. This section should:

- Begin with action verbs
- Tell not only the action or accomplishment but the skills behind that action
- Bullet all of the general skills that you bring to this job

This section can be broken up into several sub sections with the intention of highlighting your categories of work experience. For instance, you may have had several experiences related to the human relations function of a job, leadership development, and sales skills. Each of these would then become a subheading and you would highlight specifics for each of these. This is in contrast to a chronological resume where each of the accomplishments would be listed under specific jobs. In a combination resume, skills are similar experiences.

The final section of the Combination Resume is your actual *“Work Experience”* or *“Work Related Experience.”* In this section you will list on a single line, in chronological order the following information:

- List: position title, company, city, state and dates worked in one line
- List any internships in this section as well

Please refer to the Combination Resume in Appendix B for an example of how this resume should be organized and how to format each section. Other than these three main sections, the rest of the format is identical to a Chronological Resume. You will want to pick and choose sections that will enhance your qualifications to a potential employer.

## Resume Checklist

Now that you have created each part of your resume, you should be able to fit all this information in one page. This may mean that you need to cut parts of your resume out or adjust the text to get it to all fit on one page. When you have your final document, please have your friends read it over for mistakes and visit the Career Development Center. Employers will automatically discard your resume if they find even one error. It must be error free! Use this checklist and have a friend see if you have included everything. You are also welcome to submit your resume to the Career Development Center after you have a friend check it over and we will make sure that it is your best work. You can email us at [cda@jbu.edu](mailto:cda@jbu.edu) and we will respond shortly.

Finally, included is a checklist to make sure that you have not left anything out of your resume. Please take time to make sure that each component is included in your finished copy and check off each box as you identify it on your resume.

- ☐ Did I address all of the key areas for this employer?
- ☐ Did I use appropriate tenses?
- ☐ Is my resume free from spelling errors and typos?
- ☐ Is my format consistent and easy to read (state abbreviations, dates and locations in consistent locations)?
- ☐ Are my most highly related experiences and skills impossible to miss?
- ☐ Is there anything missing from my resume that would be important to this employer?
- ☐ Have I taken the job description into account when constructing this resume?
- ☐ Have I taken this company's culture and values into account when constructing this resume?
- ☐ Are my margins and tabs lined up correctly?
- ☐ When I look at my resume, is it pleasing to the eye, or does it seem crowded/busy?
- ☐ Have I double checked my name, address, phone number, e-mail for errors?
- ☐ Have I double checked my references for errors in phone and fax numbers?
- ☐ Have I had at least two people edit this resume and make corrections?

## Resume Self-Instructional Unit Evaluation

In order to make this Self-Instructional Unit more beneficial to others, please take a moment to give us some feedback on ways we can improve this process. Please answer the following questions with a "yes" or "no" and email it to [cdc@jbu.edu](mailto:cdc@jbu.edu) with any additional comments.

1. \_\_\_\_ Was the goal of this packet clear?
2. \_\_\_\_ Were the objectives of this packet clear?
3. \_\_\_\_ Were the directions clear?
4. \_\_\_\_ Was there significant explanation for how to complete each section? If not, please identify the specific units of instruction that were not clear.
5. \_\_\_\_ Were there enough examples for each unit?
6. \_\_\_\_ Were the exercises clear?
7. \_\_\_\_ Do you feel confident in your final product? If not, please explain what parts are still confusing?
8. \_\_\_\_ Did you learn anything new from this process?

# Business Resume Example

## Charles T. Moneymaker

Permanent Address: 5004 Job St., Jobsville, AZ 77777  
Current Address: JBU Box 555, Siloam Springs, AR 72761

Phone: 479-200-2005  
Email: AndersonEF@jbu.edu

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<b>Objective</b>	To obtain a marketing internship with Wal-Mart to which I will bring a strong work ethic, ability to communicate effectively and an ability to be self-motivated.	
<b>Education</b>	<b>B.S. in Business Administration</b> Minor in Marketing John Brown University, Siloam Springs, AR	<b>Expected Graduation: May 2015</b>  Current GPA 3.92
<b>Related Work Experience</b>	<b>Volunteer Business Associate</b> United Way, Volunteer, AZ <ul style="list-style-type: none"><li>• Completed demographic study of all United Way donors</li><li>• Contacted prospective corporate donors</li><li>• Restructured book keeping system for local United Way chapter</li></ul>	<b>Jan 2013 to present</b>
	<b>Operations Assistant</b> Manufacture-a-Lot, Production, AZ <ul style="list-style-type: none"><li>• Managed all operations during managers three week vacation</li><li>• Provided Excellent customer service</li><li>• Successfully trained three new employees</li><li>• Responsible for handling daily income of \$10 – 15,000</li></ul>	<b>June 2012 to present</b>
	<b>Consultant</b> Zippy Golf INC. Stewartsville, MO <ul style="list-style-type: none"><li>• Developed Business Plan for Zippy Golf</li><li>• Creatively handled personality conflicts to accomplish team goals</li><li>• Demonstrated flexibility by managing many unforeseeable challenges</li><li>• Utilized effective communication skills through formal presentations to investors</li></ul>	<b>May 2012- Aug 2012</b>
	<b>Waitress</b> Billy's Café, Hometown, AZ <ul style="list-style-type: none"><li>• Took and delivered orders, some food prep</li><li>• Worked with other workers in team effort to promote smooth operations</li><li>• Learned to work with various personalities of customers and co-workers</li><li>• Grew in communication and problem-solving skills through interacting with customers</li></ul>	<b>May 2011 to Aug 2011</b>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Proficient in Spanish</li><li>• Skilled in Microsoft Office programs</li><li>• Excellent attention to details and accuracy</li><li>• Skilled in Adobe Illustrator, InDesign, Photoshop, and Acrobat</li><li>• Proven leadership capabilities</li><li>• Ability to adapt quickly to changes and diverse situations</li><li>• Talented in finding efficient ways to complete tasks</li></ul>	

# New Graduate Chronological Resume Example

## Samual M. Harp

sharp@gmail.com • 2171 3rd Avenue • Wilmore, KY 40390 • (555) 555-5555

### SUMMARY OF QUALIFICATIONS

High functioning leader with a relational focus, 11 years of experience in education and pastoral ministry, ability to perform administrative tasks with excellence, implement strategic vision and forecast for the future

### WORK EXPERIENCE

#### Director of Residence Life – Asbury University, Wilmore, KY (2010-Present)

- Hired and supervised over 40 undergraduate students
- Worked with an extremely diverse resident population to develop objective based Sat on multiple faculty or staff hiring committees
- Facilitated campus wide Resident Assistant In-service training programming
- Walked residents through all phases of judicial process
- Functioned closely with Counseling/Health Services and other student development staff on crisis teams for individual students
- Strategic planning for the residence halls
- Chief contact for resident issues with Facilities Staff, IT, Marketing, Security and Programming Staffs
- Supervised an a team of Resident Directors
- Committee Work: Honors Executive; Retention Team; Student Development Advancement; Higher Learning Commission Accreditation; Institutional Collaboration
- Teaching Experience: Honors Colloquium; New Testament Survey; Practices for Student Leaders; Theology

#### Residence Director/Adjunct Faculty – Colorado Christian University, Colorado Springs, CO (2005-2010)

- Participated in one-on-one discipleship
- Worked in housing office that saw over 1,200 residents from 20 countries in a year
- Team lead and lectured in Practices for Student Leaders (credited class)

#### Associate Pastor – Fellowship Bible – Holland, MI (2005-2007)

- Updated and implemented appropriate systems of policies and standard operating procedures
- Oversaw and organized the work of the church finance and administration staff teams
- Established new ministries, trained and supervised church staff and leadership

### EDUCATION

2008 Denver Seminary Denver, CO

- MACM with specialization in counseling and postmodern philosophy/spirituality.
- Presidential Scholar
- Served as a hospital chaplain and earned a full unit of Clinical Pastoral Education

2005 Hope College Holland, MI

- BA, Mass Communication/Minor in Family Science
- Activities: RA in traditional dorm (2 years), RA in Apartment Complex (1 year), faculty committees

### ASSOCIATIONS AND AFFILIATIONS

- Theological Ministry Fellow – My research was entitled College Students and Postmodern Cultural Engagement (2002).
- Dalton Institute on College Student Values (Conference Presenter – 2011)
- Association of Christians in Student Development (Conference Presenter 2011, 2012)



# Experienced Combination Resume Example

## SAMUAL HARP

E-MAIL sharp@gmail.com

2171 3<sup>rd</sup> Avenue • Wilmore, KY 40390 • (555) 555-5555 - cell

### SKILLS

#### Leadership development

- Team lead and lectured in Practices for Student Leaders (credited class)
- Hired and supervised over 40 undergraduate students
- Supervised an a team of Resident Directors
- Facilitated campus wide Resident Assistant In-service training
- Sat on multiple faculty or staff hiring committees
- Established new ministries, trained and supervised church staff and leadership

#### Student focus:

- Worked with an extremely diverse resident population to develop objective based programming
- Functioned closely with Counseling/Health Services and other student development staff on crisis teams for individual students
- Walked residents through all phases of judicial process
- Participated in one-on-one discipleship

#### Administrative experience:

- Worked in housing office that saw over 1,200 residents from 20 countries in a year
- Chief contact for resident issues with Facilities Staff, IT, Marketing, Security and Programming Staffs
- Strategic planning for the residence halls
- Oversaw and organized the work of the church finance and administration staff teams
- Updated and implemented appropriate systems of policies and standard operating procedures

**Committee Work:** Honors Executive; Retention Team; Student Development Advancement; Higher Learning Commission Accreditation; Institutional Collaboration

**Teaching Experience:** Honors Colloquium; New Testament Survey; Practices for Student Leaders; Theology

### Employment History

- Director of Residence Life – Asbury University, Wilmore, KY (2010-Present)
- Residence Director/Adjunct Faculty – Colorado Christian University, Colorado Springs, CO (2005-2010)
- Associate Pastor – Fellowship Bible – Holland, MI (2005-2007)

### Education

- |      |   |            |
|------|---|------------|
| 2008 | Denver Seminary   | Denver, CO |
| ▪    | MACM with specialization in counseling and postmodern philosophy/spirituality.      |            |
| ▪    | Presidential Scholar  |            |
| ▪    | Served as a hospital chaplain and earned a full unit of Clinical Pastoral Education |            |

2005	Hope College	Holland, MI
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- BA, Mass Communication/Minor in Family Science

Activities: RA in traditional dorm (2 years), RA in Apartment Complex (1 year), faculty committees

### Affiliations

- Theological Ministry Fellow – My research was entitled *College Students and Postmodern Cultural Engagement* (2002).
- Dalton Institute on College Student Values (Conference Presenter – 2011)
- *Association of Christians in Student Development* (Conference Presenter 2011, 2012)