



FORT HAYS STATE UNIVERSITY

**DESIGNING YOUR
PROFESSIONAL RESUMÉ**

CAREER SERVICES, HELPING YOU BECOME CAREER READY.

DESIGNING YOUR PROFESSIONAL RESUMÉ

Career Services, Fort Hays State University
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The resumé's primary purpose is to secure a job interview — a foot in the door. It must attract the attention of prospective employers and interest them in what you have to offer as a candidate. In other words, the resumé is a sales promotional tool designed to sell YOU to an employer.

A resumé is a written summary of personal qualifications, education and experience intended to demonstrate capabilities for a particular position. A resumé should not be a full-edged autobiography. It should present enough information in a brief, detailed and specific manner to inform the employer about you. It should reflect your strengths and achievements in a well-arranged, attractive, easy-to-read format. The resumé should always be current and contain relevant information.

TABLE OF CONTENTS

Selecting a format	3
Organizing your information	3
Strengthening the presentation.....	4
Finishing touches	6
Suggested categorical headings	7
Action verbs.....	8
Formatting your resumé	9
Sample resumés	10-19
DOs and DON'Ts	20
Resumé Checklist	21
A Guide to the Reference Page.....	23

ORGANIZING YOUR INFORMATION

The following categories appear on most resumé:

HEADING

Be sure to include your **name, present address, e-mail address and telephone number** as well as a permanent address and telephone number if you are a college student or will be moving from your present address within a short time.

OBJECTIVE

An objective is similar to a personal mission statement and, when included, generally follows the heading. The statement must be specific enough that the prospective employer knows you are focused, but general enough that it doesn't limit your options within an organization. Many career counselors, in fact, advise leaving out an objective altogether for two reasons: 1) writing an effective cover letter can serve the same purpose, and 2) the space on your resumé may be better used to highlight your experience/skills. To be effective, it is best to tailor your objective to each organization or position targeted in your job search.

EXAMPLES:

OBJECTIVE:

Microcomputer programming in a network environment.

OBJECTIVE:

To secure a marketing/management position offering personal growth, challenge and responsibility.

EDUCATION/TRAINING

Beginning with your most recent college degree, work backward. Be certain to include your degree, major, date of graduation, school and location. You may elect to include additional areas of study, specific coursework or grade point average information if 3.0 or above. Graduates out of school five or more years usually omit this information since their work activities which demonstrate professional interests, leadership, participation and accomplishments are included. This section may also include certificates or licenses awarded.

WORK EXPERIENCE

Starting with your most recent experience, work backward. Be sure that you cover full-time, part-time, summer and volunteer work; military service; internships (this could be a separate category); and self-employment. Be sure to document job title, name and location of employer, major accomplishments and responsibilities, and dates of employment. Use action verbs in describing your duties, responsibilities and accomplishments. (See action verb list.)

SUMMARY OF SKILLS

This approach is best used with a **functional** format. Perhaps you have been employed at the same location for a long period of time or several locations performing similar functions; identify your major skill areas and highlight them by using action verbs to give an in-depth description of your duties, responsibilities and accomplishments. A summary of skills allows the reader to see precisely what strengths you possess.

SELECTING A FORMAT

When selecting a format, you should consider readability, eye appeal and a total positive impression. Generous spacing and separation of components of your resumé will help achieve this effect. You may want to bold and/or capitalize key headings, job titles, education, special skills, accomplishments, etc.

There are three types of resumé formats from which you can choose:

CHRONOLOGICAL RESUMÉ

Chronological resúmes are the easiest to prepare and are a **popular style**. Data is organized in time sequence in **reverse** order — most recent education and experience first.

ADVANTAGE: This traditional form gives a clear picture of where you've worked and what you accomplished there. It's logical and easy to follow. Many employers prefer this form. This format emphasizes continuity and growth.

DISADVANTAGE: Limited experience, any gaps in employment, or other weak areas may be evident if you use this form. This format is most dependent on past experience and dramatizes short-term employment.

FUNCTIONAL RESUMÉ

The functional resumé enables the candidate to focus on skills and qualities that can be applied to a number of situations. This style de-emphasizes chronological listings and emphasizes qualifications and related accomplishments. Skills are organized into categories, and this is especially valuable for people who lack direct job-related experience or have an interrupted work history.

ADVANTAGE: This form draws attention to accomplishments. It highlights what you're capable of doing. Your presentation is organized according to your interests rather than your past work experience. This format de-emphasizes short-term employment.

DISADVANTAGE: This form is not as universally welcome as the chronological format. It plays down direct experience. Some employers are suspicious that a candidate may be trying to cover up something, such as a gap in employment.

COMBINATION RESUMÉ

With a combination resumé, data is organized according to skills, as in the functional format, but includes a brief employment history. This combines the strengths of the functional and chronological formats, providing an opportunity for you to present your skills and attributes up front.

ACTIVITIES/HONORS

The intent of this category is to indicate leadership skills, motivation, initiative and organizational skills. Be careful to select activities that are current and relevant to the position you are seeking. Identify the organization(s) to which you belong and the role you play in each. Highlight any activities which are closely related to your career goals and/or the needs of the employer. Additionally, include any honors and accomplishments.

INTERESTS

You may want to identify some of your personal interests if they are pertinent to your career goals and/or the needs of the employer. Do not include this information if it takes up space needed for more relevant information.

REFERENCES

You may handle this section in one of several ways: 1) Indicate “References Available Upon Request” at the bottom of your resumé; or 2) Submit an additional reference page. If identifying your references on a separate page, include the name, title, organization address (including city, state, and zip code), business telephone number and e-mail address of your references. **Always** get permission from individuals before using them as a reference.

JOB SEARCH TIP

VERBS FOR POSITIONS YOU NO LONGER HOLD SHOULD BE PAST TENSE.



STRENGTHENING THE PRESENTATION

Whether describing a paid position, volunteer work or involvement in an organization, the language of your resumé is very important in lending clarity and strength to your message. Consider the following tips in an effort to “power up” your resumé.

BE RESULTS ORIENTED

Today’s employers are looking for accomplishments. You may have been president of a student organization, but an employer is more interested in what you did as president. Include relevant skills and accomplishments applicable to your career.

FOR EXAMPLE:

INSTEAD OF: President, American Marketing Association, September 20xx-May 20xx

- President of 60-member organization
- Presided over officers group

WRITE: President, American Marketing Association, September 20xx-May 20xx

- Raised membership 50 percent, from 30 to 60 members
- Motivated officers group to accomplish all goals and objectives

USE ACTIVE VERBS

Passive verb constructions — as well as phrases such as “responsible for” and “duties included” — tend to be boring. You should strive to use vivid language without succumbing to any latent tendencies to over dramatize. A proven method for creating a more interesting and effective resumé is to start each sentence with an action verb. (See action verb list.)

INSTEAD OF: Responsible for preparation of the sales tax report each month for my superiors

WRITE: Prepared monthly sales tax report for management

INSTEAD OF: Prepared and taught lessons to 25 third-graders during student teaching

WRITE: While teaching 25 third-graders, developed and implemented a new unit that utilized cooperative learning

JOB SEARCH TIP

BE GRAMMATICALLY CORRECT AND CHECK YOUR SPELLING.

SHORT PHRASES ARE EASIER TO READ

One of the most effective methods of giving energy and life to your resumé is to make the writing flow easily and quickly. Complete sentences, however well constructed, cannot be read as quickly as fragments. Short phrases with strong verbal excess, redundant auxiliary verbs or a clutter of personal pronouns. How long can anyone sustain interest when each sentence begins:

I was... I did... I have... I am... I made... I...

You get the idea. Sentence fragments allow you to skip over the repetitive personal pronoun and get directly to the important part, the activity or accomplishment, and to lead off each entry with a strong verb.

SUPPOSE YOU FOUND THIS ON A RESUMÉ:

I have had the responsibility in April of each year for putting together the Washington School talent show which earned money for the general fund.

LOOK AT THE DIFFERENCE WHEN AN ACTION PHRASE REPLACES A COMPLETE SENTENCE:

Created and organized profitable annual school talent show

BY COMBINING YOUR ACTIVITIES WITH STRONG ACTION VERBS, THE PHRASES ON YOUR RESUMÉ MIGHT LOOK SOMETHING LIKE THIS:

- Utilized effective classroom management strategies
- Planned, prepared and organized materials for thematic units
- Provided consistent enthusiasm and creativity in classroom activities
- Individualized instruction for students at all levels and abilities
- Facilitated the implementation of writing and reading strategies in ten elementary buildings
- Developed a training packet for portfolio assignment
- Instituted a new curriculum that included long-range plans to incorporate computer literacy into daily instruction

Action words and phrases will produce a significant bonus. When you begin to interview for positions, you will already have the habit of expressing yourself in language that makes you sound vital, energetic and enthusiastic.

INCORPORATE A BRIEF EXPLANATION OF YOUR ACTIVITIES WHENEVER NECESSARY

EXAMPLES:

INSTEAD OF: Recipient of John Doe Scholarship
WRITE: Recipient of John Doe Scholarship for Exemplary Leadership Skills

INSTEAD OF: President of Kappa Epsilon Gamma Fraternity
WRITE: President of 80-member Kappa Epsilon Gamma Fraternity, which is dedicated to undertaking education-oriented public service projects

QUANTIFY YOUR ACHIEVEMENTS

FOR EXAMPLE: “supervised others” can be made more specific and impressive by stating “supervised three junior sales associates.”

USE PROFESSIONAL, WORK-ORIENTED LANGUAGE

Showcase work-related skills that may not be obvious at first glance. For example, if you worked as a prep cook in the kitchen of a local restaurant, it’s easy to surmise that you mastered the art of chopping vegetables. A prospective employer, however, is probably not as interested in that as he/she would be that you were promoted from assistant prep cook to prep cook in only two weeks.

EXAMPLES:

OCCUPATION: Waitress
INSTEAD OF: Waited on tables
WRITE: Ensured customer satisfaction through prompt, cordial service

OCCUPATION: Shoe Salesperson
INSTEAD OF: Took inventory
WRITE: Took charge of purchase and receipt of merchandise and inventory control

USE THE SPECIFIC VOCABULARY OF THE INDUSTRY

Acquaint yourself with the acronyms, accepted abbreviations and buzzwords that will help to give your resumé a familiar feel to the employer. Read trade magazines specific to your industry and make note of words that come up during informational interviews. Demonstrate that you are prepared to work in your career field.

JOB SEARCH TIP

WHEN USING A TWO-PAGE FORMAT, ALWAYS PUT EACH PAGE ON A SEPARATE SHEET OF PAPER. FILL AT LEAST HALF OF THE SECOND PAGE AND BE SURE YOUR NAME IS ON IT.

PUT YOUR **NAME** ON IT



FINISHING TOUCHES

DESIGN AN ATTRACTIVE LAYOUT

- Leave a one-inch margin on all sides.
- Use capital letters, bolding and indenting to emphasize important information.
- Keep paragraphs short, and double- or triple-space between them.

TYPE OR PRINT YOUR RESUMÉ

- Each resum  should be individually written using a word processing program.
- Use a program, fonts and output device that produce neat, clean type (or hire a professional).
- Choose a typeface that is simple.
- Use high-quality bond paper (at least 20-pound weight). Generally, employers are conservative, and a resum  prepared on white, off-white, light tan or light gray will receive a more positive response.

PROOFREAD CAREFULLY

- Check spelling, punctuation, grammar and word use.
- Have someone else with good language skills proofread your resum , too.

MAKE HIGH-QUALITY COPIES

- Have your resum  reproduced by a quality laser printer.
- Don't use a photocopier to make copies.

JOB SEARCH TIP

MAKE IT EASY FOR AN EMPLOYER TO CONTACT YOU. IF YOU DON'T CURRENTLY OWN AN ANSWERING MACHINE OR A CELL PHONE WITH VOICE MAIL, CONSIDER INVESTING IN ONE. MANY JOBS HAVE BEEN LOST BECAUSE SOMEONE COULD NOT BE REACHED; YOU DON'T WANT TO ADD YOUR NAME TO THAT LIST.

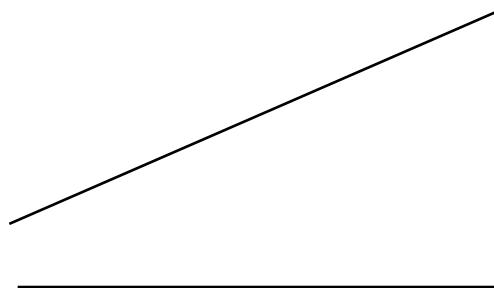
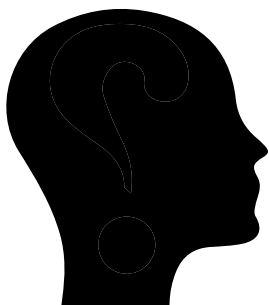
ADDITIONALLY, INNOVATIVE ANSWERING MACHINE MESSAGES SUCH AS, "I'M NOT HERE RIGHT NOW. THE ROLLS IS IN THE SHOP, AND I'M AT THE STOCKBROKER'S LOOKING OVER MY PORTFOLIO!" MAY BE FUN TO LISTEN TO BUT AREN'T IN YOUR BEST INTEREST DURING THE JOB SEARCH.

POTENTIAL EMPLOYERS DON'T FIND THEM VERY AMUSING WHEN THEY ARE CALLING YOU FOR AN INTERVIEW. THIS DOESN'T MEAN THAT YOUR MESSAGE SHOULD BE DEVOID OF PERSONALITY, BUT IT SHOULD BE BRIEF AND PROFESSIONAL.

JOB SEARCH TIP

DON'T FORGET TO ADVISE ROOMMATES AND/OR FAMILY MEMBERS THAT YOUR JOB SEARCH HAS COMMENCED. STRESS THE IMPORTANCE OF ANSWERING THE PHONE PROFESSIONALLY AND TAKING ACCURATE MESSAGES

ANSWER THE PHONE
PROFESSIONALLY



TELL FAMILY



TELL FRIENDS

CHECKLIST FOR A WINNING RESUMÉ

- Visual appeal
- Well organized and easily skimmed
- Free of errors
- Does not exceed two pages
- Current information relevant to the position sought
- Information is centered and balanced on the page
- Name, address and telephone number are clearly visible
- Underscoring, bold type and capitals are used appropriately
- Career objective is clear and concise
- Dates and numbers are kept to a minimum
- Past experience is presented in positive, active terms stressing achievements
- Include activities and honors which indicate leadership skills and organizational abilities and avoid listing all activities for the sake of making your resumé longer
- Action verbs are appropriate and are in the same tense
- The resumé sells what you want it to sell

SUGGESTED CATEGORICAL HEADINGS

OBJECTIVES

Job Objective
Teaching Objective
Career Objective
Professional Objective
Position Desired
Job Target
Career Goal

EDUCATION

Educational Background
Educational Preparation
Educational Record
Academic Background
Academic Training
Related Coursework

QUALIFICATIONS

Special Training
Certification
Endorsements

SKILLS

Areas of Knowledge
Areas of Experience
Areas of Expertise
Capabilities
Educational Highlights
Course Highlights
Background Highlights
Career Highlights
Professional Skills
Educational Interests

EXPERIENCE

Related Experience
Professional Experience
Practicum Experience
Teaching Experience
Coaching Experience
Experience Summary
Experience Highlights
Professional Background
Military Experience

ACHIEVEMENTS

Career Achievements
Accomplishments
Achievements Related to
Job Objective

EMPLOYMENT

Other Work
Other Experience
Employment History
Work History
Part-time and Summer
Work Experience

EXCLUDE THE FOLLOWING

- The use of "I" statements
- Listing job duties rather than skills
- Flowery language
- Dishonesty
- Date you are writing the resumé
- Picture
- Religious and political affiliation
- Salary requirement
- Names and addresses of references
- Personal data (marital status, date of birth, height, weight, health, etc.)
- Reasons for leaving past positions
- Any negative information

ACTIVITIES & HONORS

Volunteer Activities
Related Activities
Civic Activities
Professional and
Community Activities
Community and Other
Activities
Extracurricular Activities
College Activities
Activities and Distinctions
Special Honors
College Distinctions
Honors and Distinctions
Honors/Awards
Organizations, Activities
and Honors

MEMBERSHIPS

Professional Memberships
Professional Affiliations
Professional Organizations

PERSONAL

Summary of Qualifications
Profile
Special Talents
Special Skills
Interests
Travel Abroad Language
Competencies
Military Service

SPECIAL ACCOMPLISHMENTS

Exhibits
Publications
Current Research Interests
Master's Thesis
Presentations
Conferences Attended

TESTIMONIALS

References
Credentials

ACTION VERBS

Your resumé should convey the skills you can offer an employer. The words you use to describe your experiences, activities, etc., can convey the skills you have developed. These words are crucial to your purpose of obtaining a job interview. Use concrete nouns, positive modifiers and strong action verbs. Be aware of the tone the **FORMATTING YOUR RESUMÉ** words convey – avoid sounding arrogant or opinionated. Use concise phrasing rather than complete sentences. Quantify as much as possible.

MANAGEMENT

administered
analyzed
assigned
attained
chaired
conducted
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
handled
implemented
improved
increased
managed
organized
oversaw
planned
prioritized
produced
proposed
recommended
reviewed
scheduled
strengthened
supervised

COMMUNICATION

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
encouraged

enlisted
entertained
formulated
influenced
interpreted
interviewed
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
referred
reported
spoke
translated
wrote

TECHNICAL

assembled
built
calculated
computed
designed
devised
engineered
fabricated
lifted
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

TEACHING

adapted
advised
clarified
coached
communicated
conducted
coordinated
demystified
developed
educated
enabled
encouraged
evaluated

explained
facilitated
guided
informed
instructed
led
persuaded
set goals
stimulated
trained

FINANCIAL

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
figured
forecasted
handled
managed
marketed
planned
projected
recorded
researched

CREATIVE

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
innovated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized

set up
shaped

HELPING

advised
assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
led
motivated
referred
rehabilitated
represented

CLERICAL/ DETAIL

approved
arranged
audited
cataloged
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated
wrote

ADDITIONAL

achieved
adjusted
expanded
improved
moved
pioneered
protected
reduced (losses)
resolved (problems)
restored
served
spearheaded
strengthened
synthesized
transformed

FORMATTING YOUR RESUMÉ

YOUR NAME

Permanent Address
City, State, Zip

Phone Number
E-mail

OBJECTIVE

(Optional) This section is used by many students to target the resume to a specific position/employer as well as to summarize how they can benefit that employer.

EDUCATION

Degree (Bachelor of Arts/Science), Major, May 20XX
Include minors and concentrations here
School (Fort Hays State University), Hays, KS
GPA if above 3.0/4.0 (If below a 3.0/4.0 consider GPA in major); include Latin honors here

List most recent first, if you have attended more than one school. Don't list high school unless you are a freshman or sophomore and you have had high school experience that enhances your candidacy.

Study experience abroad can be included here or highlighted in a separate section.

RELEVANT COURSEWORK

If your degree includes a unique combination of courses and projects in areas relevant to the position for which you are applying, indicate these course titles.

LICENSES

(Optional) This section may be re-named "Certifications." Include when applicable.

INTERSHIPS

Position Title, Dates
Organization Name, City, State

- Include quantifiable accomplishments. Prospective employers are interested in how well you performed at your internship, not just the tasks you completed.
- Use action words to describe your skills and accomplishments.
- Whenever possible, use numbers and give specific examples of results and achievements.

RELATED EXPERIENCE

Position Title, Dates
Organization Name, City, State

- Include quantifiable accomplishments. Prospective employers are interested in how well you performed at your internship, not just the tasks you completed.
- Use action words to describe your skills and accomplishments.
- Whenever possible, use numbers and give specific examples of results and achievements.

QUALIFICATIONS

Foreign languages.
Computer languages and skills.
Other special abilities that are relevant.

COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

List any volunteer or community service activities participation.

ACHIEVEMENTS

(Optional) This section may be re-named "Accomplishments," "Abilities" or "Capabilities."

ACTIVITIES/LEADERSHIP

This optional section can be used for activities, leadership, campus involvement and community service. List name of organization, dates, responsibilities and offices held (if any.)

PROFESSIONAL AFFILIATIONS

List membership in professional affiliations, including contributions or offices held.

HONORS/ACTIVITIES

List noteworthy academic, athletic, community, club and employer recognition here.

FORMATTING YOUR RESUMÉ

Your Name

600 Park Street
Hays, KS 67601

(785) 628-4000
name@mail.fhsu.edu

OBJECTIVE

To obtain a law enforcement-related position in a metropolitan setting.

EDUCATION

Bachelor of Arts in Criminal Justice, May 20xx

Minor: **Sociology**

Certificate: **Leadership Studies**

Fort Hays State University, Hays, KS

GPA: 3.70 on a 4.0 scale

RELEVANT COURSEWORK

Cybercrime & Behavior

Criminal Law and Procedure

Gender, Race & Inequality in Criminal Justice

Technical & Report Writing in Criminal Justice

QUALIFICATIONS

- Fluent in German
- Strong analytical, organizational, problem solving and interpersonal skills
- Computer experience with Microsoft Office; Adobe Acrobat and PageMaker

INTERNSHIP EXPERIENCE

Sheriff's Intern, Fall 20xx

Rooks County Sheriff's Department, Stockton, KS

- Rode with deputies on various investigation assignments
- Observed officers in various settings throughout Rooks County
- Assisted jailer with organization of inmate files

Detention Specialist, Summer 20xx

Southwest Kansas Regional Juvenile Detention Center, Garden City, KS

- Managed safety program for juveniles
- Gained knowledge and understanding of juvenile laws and policies
- Educated juvenile offenders on finances, employment, and housing options

WORK EXPERIENCE

Farm Hand, 20xx-Present

Freeman Farms, Ellis, KS

- Operate and perform maintenance on large farm equipment
- Repair cattle panels and fence and monitored livestock food supply

HONORS/ACTIVITIES

Dean's Honor Roll

Academic Award of Excellence

National Criminal Justice Association

Delta Tau Omega

SAMPLE RESUMÉ

Taylor Smith

555 Marjorie Drive • Hays, Kansas 67601

785-555-1234

smith@mail.fhsu.edu

Education

Bachelor of Business Administration in Management, May 20xx

Concentration: **Human Resource Management**

Fort Hays State University, Hays, KS

GPA: 3.32 on a 4.0 scale

Qualifications

- Excellent communication skills and organizational skills
- Familiar with Microsoft Office programs including Excel, Word, PowerPoint, and Access

Internship Experience

HR Store Specialist Internship, January 20xx - Present

Dillon Stores, Hays, KS

- Support and coordinate recognition programs with corporate office
- Assist with scheduling and communication of annual health screenings
- Payroll administration, including submission of accurate and timely information
- Oversee completion of all new hire paperwork

Work Experience

Member Services Representative, May 20xx - January 20xx

Center for Health Improvement, Hays, KS

- Responsible for implementing sign ups with new members
- Coordinate tours, advertising, and snack bar sales

Student Assistant, August 20xx - May 20xx

Student Affairs, Fort Hays State University, Hays, KS

- Assisted with promoting Student Affairs division and events through social media
- Answered phones, filed documents, and provided cordial customer service

Lifeguard, Summers 20xx – 20xx

Hays Aquatic Park, Hays, KS

- Ensured safety of patrons of the aquatic facility
- Prevented and responded to emergencies

Activities/Volunteer Experience

- Alpha Kappa Psi, Secretary
- Tiger Deb Dance Team, Captain
- Kansas Big Brothers Big Sisters

References

Available upon request

SAMPLE RESUMÉ

Kameron Johnson

1234 Marjorie Drive
Hays, KS 67601

620-555-3333
kjohnson@mail.fhsu.edu

EDUCATION

Bachelor of Science in Elementary Education, May 20xx
Fort Hays State University, Hays, KS
GPA: 3.62 on 4.0 scale

Associate of Applied Science in Child Care, May 20xx
Dodge City Community College, Dodge City, KS

SPECIAL SKILLS

- Proficient with PC and Macintosh computer systems, as well as all Microsoft Office applications
- Experience utilizing programs including Kidspiration, Adobe Photoshop, and eZedia
- Excellent communication, teamwork, time management, and problem solving skills

TEACHING EXPERIENCE

Student Teacher, Spring 20xx
Roosevelt Elementary School, First Grade, Hays, KS

- Transitioned from observation to full teaching responsibilities including lesson planning and implementation for reading, language arts, math, and science content areas
- Maintained a positive classroom environment, while managing classroom disciplinary issues
- Attended and assisted with Parent/Teacher Conferences
- Planned spring field trip to the Rolling Hills Zoo

Literacy Internship, Spring 20xx
Wilson Elementary School, Hays, KS

- Observed cooperating teacher and assisted with various third grade student activities including administration of spelling tests and supervising reading groups

Social Studies Internship, Fall 20xx
Hays Middle School, Hays, KS

- Observed cooperating teacher and worked with sixth grade students in the social studies curriculum

Math Internship, Spring 20xx
Victoria Elementary School, Victoria, KS

- Observed cooperating teacher in the fifth and sixth grade classrooms and assisted with various math activities

Science Internship, Fall 20xx
Victoria Elementary School, Victoria, KS

- Observed cooperating teacher in the fourth grade classroom and assisted students with science projects

OTHER EXPERIENCE

Youth Basketball/Soccer Referee, October 20xx - Present

Hays Recreation Commission, Hays, KS

- Ensure games are conducted in a safe and orderly manner
- Communicate with players, coaches, and other referees
- Maintain current knowledge of rules and regulations

Pharmacy Clerk, June 20xx - December 20xx

Dillon's Pharmacy, Hays, KS

- Greeted customers and handled cash and credit card transactions
- Assisted with unpacking shipments of pharmaceutical supplies
- Handled nursing home prescription deliveries

HONORS AND ASSOCIATIONS

- Member of Kappa Delta Pi Educational Honor Society
- Member of KNEASP
- Fort Hays State University Dean's Honor Roll
- Kansas State Scholar
- Who's Who in American Junior Colleges
- National Dean's List
- Praxis Award of Excellence PLT Exam
- Outstanding Future Teacher – Pratt Community College

COMMUNITY SERVICE

- Member of Stafford County Extension Council Executive Board
- Member of Martha Rebekah Lodge Number 425
- Member of St. John High School Booster Club
- Active Volunteer for St. John School functions
- Kansas Guardianship Program Volunteer
- Christian Education Instructor (K – 2)
- Church Treasurer

REFERENCES

Available upon request

SAMPLE RESUMÉ

Jason L. Sport

500 Main Street • Hays, KS 67601 • 785-628-4000 • jlsport@mail.fhsu.edu

EDUCATION

Bachelor of Science in Health and Human Performance, July 20xx
Major: **Recreational Sports Management**
Fort Hays State University, Hays, KS

QUALIFICATIONS

- Proven leadership qualities, communication and organizational skills
- Ability to work well with groups to accomplish an assigned task

INTERNSHIP EXPERIENCE

Game Day Internship, April 20xx-June 20xx
Wichita Baseball Inc., Wichita, KS

- Assisted with game management duties, on field promotions, and fundraising initiatives
- Provided exceptional customer service through ticket sales and merchandising
- Coordinated team travel accommodations
- Performed website maintenance

RELATED EXPERIENCE

General Manager Assistant, June 20xx-September 20xx
Wichita Baseball Inc. & Wichita Wranglers (Double A affiliate of the Kansas City Royals), Wichita, KS

- Assisted General Manager with daily activities
- Organized the National Baseball Congress Tournament
- Managed staff and coordinated game day events
- Developed promotional information for future events

Golf Instructor, Summer 20xx
Gove County Extension, Quinter & Grinnell, KS

- Instructed boys and girls on proper golf techniques
- Organized summer golf tournament

OTHER EXPERIENCE

Manager/Bartender, September 20xx -Present
Gella's Diner & Liquid Bread Brewery Co., Hays, KS

- Manage all areas of the restaurant
- Prepare and serve drinks, maintain liquor inventory
- Responsible for infusion of homemade liquors

VOLUNTEER ACTIVITIES

Youth Basketball Coach
Hays City Shootout Basketball Tournament
Intramural Recreation Club
Special Olympics

Ima Sample

123 4th St.
Hays, KS 67601

(785) 628-4000
isample@mail.fhsu.edu

EDUCATION

Bachelor of Science in Agriculture, May 20xx

Concentration: **Agronomy**

Fort Hays State University, Hays, KS

QUALIFICATIONS

- Experience with maintenance and operation of heavy farm equipment
- Knowledge of how to safely and effectively use chemicals
- Strong problem solving and leadership skills
- Computer experience with Microsoft Office programs and GPS software

INTERNSHIP EXPERIENCE

Crop Consultant Intern, Summer 20xx

Seaman Crop Consulting, Hugoton, KS

- Inspected cropland to find disease, insects, and weeds
- Examined soils for nutrient and moisture deficiencies
- Offered recommendations to improve crop yields

RELATED EXPERIENCE

Lab Assistant, August 20xx – Present

Kansas State Ag Research Center, Hays, KS

- Plan and set up plot maps, assist in the harvesting of plots, and gather soil samples
- Assist in running various samples through an AQ2
- Operate a variety of farm machinery

Farm Laborer, Summers 20xx – 20xx

Smith Farms, WaKeeney, KS

- Assisted with planting and harvesting various crops
- Operated and maintained equipment including combines, grain carts, and tractors.

ACTIVITIES/ORGANIZATIONS

Agronomy Club, President

Crops Judging Team

Collegiate Farm Bureau

Alpha Gamma Rho Fraternity

VOLUNTEER WORK

Ellis County 4-H; United Way of Ellis County; Adopt-A-Road; Special Olympics; Ronald McDonald House; Tiger food Exchange Supply Drive; Meals on Wheels; Swipe Out Hunger; Relay for Life; Carrico Gift Wrapping; Trunk-Or Treat

REFERENCES

Available upon request

SAMPLE RESUMÉ

Kacey Brown

4321 Autumn Lane
Hays, KS 67601

(620) 555-5555
kbrown@gmail.com

Education

Master of Science in Speech-Language Pathology, May 20xx
Fort Hays State University, Hays, KS
GPA: 3.91 on a 4.0 scale

Bachelor of Science in Communication Sciences and Disorders, May 20xx
Fort Hays State University, Hays, KS
GPA: 3.65 on a 4.0 scale

Professional Experience

Speech-Language Pathologist, 20xx-Present

Coffey County Special Education Cooperative, Burlington, KS

- Evaluation and treatment of children in the infant-toddler program, elementary school, middle school, and high school.
- Provide services to children with articulation disorders, phonology disorders, language disorders, fluency disorders, voice disorders (hypernasality), Autism, Developmental Verbal Apraxia of Speech, and Down Syndrome.
- Perform evaluation report writing and IEP writing using computerized IEP program.
- Schedule and conduct IEP team meetings.
- Consult and collaborate with speech-language pathologists in private and hospital settings.
- Report children's quarterly progress to parents and counsel parents.

Externships

Hutchinson Public Schools, USD 308, Hutchinson, KS (Spring 20xx)

- Full-time clinical externship experience lasting eight weeks.
- Evaluation and treatment of children (preschool through sixth grade). Included children with articulation, language, voice, and fluency disorders.

Hutchinson Hospital, Hutchinson, KS (Spring 20xx)

- Full-time clinical externship experience lasting eight weeks.
- Evaluation and treatment of in-patients and out-patients with aphasia, apraxia, dysarthria, dysphagia, and cognitive deficits.

Practicum Experience

Herndon Speech-Language-Hearing Clinic, Hays, KS (Fall 20xx-Spring 20xx)

- Provided services to an adult with Broca's aphasia, apraxia of speech, and dysarthria; focused on guiding the client to increase her length of utterance, use self-cueing strategies in order to increase naming skills, and to decrease apraxic episodes.
- Assisted an adult with Wernicke's aphasia; focused on improving their ability to follow commands, appropriately answer yes/no questions, and improving attentional skills.
- Worked with a college-age client with a traumatic brain injury and history of learning disabilities; focused on increasing the client's memory and organizational skills, and phonemic awareness skills.

- Assisted a child with an oral myofunctional disorder with deficiencies in speech, swallow, and rest postures.
- Provided evaluation and treatment of adults of varying ages with voice disorders, including paradoxical vocal fold motion and essential tremor.
- Facilitated hearing screenings and complete audiological evaluations of children and adults.
- Provided treatment to two college students with fluency disorders.
- Evaluated children and adults with speech and language delays/disorders.
- Provided group and individualized aural rehabilitation to adults; focused on improving auditory and visual skills, increasing assertiveness, and improving communication strategies.

Tiger Tots Nurture Center, Hays, KS (Spring 20xx)

- Planned and carried out language-enhancing activities with children.
- Provided individualized language and speech services to two preschool children.

Hays Medical Center, Hays, KS (Fall 20xx)

- Evaluation and treatment of in-patients and out-patients with aphasia, dysarthria, dysphagia, and cognitive deficits.

Professional Organizations/Licenses

Kansas Speech-Language Hearing Association
American Speech-Language Hearing Association
- Certificate of Clinical Competence (CCC)
Licensed in Kansas and Hawaii

Honors/Awards

Deans Honor Roll
Mortar Board Senior Honor Society
Geneva Herndon Scholarship
Geneva Herndon Scholar Award
Wooster Scholar Award for Undergraduates

References

Available upon request

SAMPLE RESUMÉ

REBECCA MARTINEZ

999 Hillcrest Drive
Milwaukee, Wisconsin 53200

(414) 351-0000
martinez@mail.fhsu.edu

PROFESSIONAL REVIEW

Accomplished human resources professional with field and corporate management experience. Highly specialized skills in compensation, benefits, staffing and organization changes. Decisive problem-solver able to operate effectively with lean staff in developing practical approaches that reduce costs, improve productivity and build teams. Adept at performing under growth, decline or turnaround conditions.

BUSINESS EXPERIENCE

VICE-PRESIDENT OF PERSONNEL

Eaton Corporation, Milwaukee, Wisconsin. 20xx to Present

Plan, direct and manage the total corporate human resources function. Responsibilities include strategic plan development, employee relations, organization and management development, staffing, compensation and benefits. Supervise ten employees.

Business Planning and Execution

Contributed to development and execution of company's reorganization in 20xx resulting in a \$30 million pre-tax profit in 20xx with an ROI of 16.2 percent. Results to date reflect a 90-percent profit improvement over last year.

Halted annual profitability drain of \$1.7 million by reversing excessive employee turnover and productivity problems. Turnover was double the industry average prior to grooming management talent, upgrading compensation and benefit packages, and establishing performance standards.

Established highly confidential support relationship with president and line managers which provided basis for developing and implementing human resources strategies that influenced and shaped corporate business goals.

Compensation, Benefits and Employee Relations

Designed and implemented a competitive salary administration and benefits program which improved morale, upgraded the quality of new hires and reduced company-wide turnover by 25 percent. Launched employee savings, dental insurance and education reimbursement plans.

Recommended, implemented and administered cost-effective automobile lease program for 80 traveling supervisors. Leases averaged \$320,000 annually and was managed with no additional staff.

Creatively developed, packaged and marketed a series of comprehensive "How To" manuals for branch and home office personnel from operations executives to branch clerks. Training was credited for improving communications, productivity and branch profitability.

Launched responsive EEO/AA program that reduced annual legal fees by \$30,000 and liability potential by \$300,000. Program heightened management's awareness of responsibilities and liabilities, significantly improved minority promotions and reduced discrimination charges by 50 percent per annum.

CORPORATE DIRECTOR OF COMPENSATION AND BENEFITS

20xx – 20xx

Manchester Health Care Inc., Chicago, Illinois.

Responsible for corporate-wide compensation and benefit program, performance evaluations and incentive systems.

Developed, implemented and managed these programs.

Centralized several highly diversified compensation programs which established salary equity, rewarded fast track producers and reduced administration costs by \$900,000 annually.

Designed and executed performance incentive systems for field sales personnel which generated aggregate increases of \$16.5 million in revenues and \$5.5 million in net operating profit.

Successfully developed and managed Union Avoidance strategies for three non-union operations which had become vulnerable. Facilities employed 3,500 people in a heavily unionized industrial community.

Developed equitable pension fund distribution of \$4.5 million to 700 UAW employees affected by plant shutdown and out-of-state relocation.

CORPORATE DIRECTOR OF COMPENSATION AND BENEFITS

20xx – 20xx

Hoffenmerit Corporation, Prospect Heights, Illinois.

Formulated and managed pension plans, compensation systems, incentives, stock options, profit sharing, liability, and benefit insurance and performance improvements throughout the company. Consulted with 13 separate household companies nationally, performing compensation audits, establishing salary/benefit systems and implementing programs that impacted employees.

EDUCATION

Master of Business Administration, 20xx

Fort Hays State University, Hays, KS

Bachelor of Arts in Psychology, 20xx

Fort Hays State University, Hays, Kansas

Post-graduate work: Counseling and Psychology

PROFESSIONAL ASSOCIATIONS

Personnel Management Association

Community Fund of Chicago

American Financial Services Association

American Compensation Association

American Society for Personnel Administration

Illinois Training Directors Association

Chicago Compensation Association

American Management Association

Human Resources Association of Chicago

REFERENCES

Available upon request.

DOS AND DON'TS

FOR DESIGNING YOUR PROFESSIONAL RESUMÉ

DO

- Make it visually appealing
- Make it well organized and easily skimmed
- Check that it is free of spelling and grammar errors
- Make certain it does not exceed two pages
- Ensure that information is current and relevant to the position sought
- Have information centered and balanced on the page
- Make certain that name, address, e-mail address, and telephone number are clearly visible
- Sparingly use underscoring, bold type, capitals and typographic emphasis
- Make sure your career objective is clear and concise
- Keep use of dates and numbers to a minimum
- Stress and present your achievements and past experience in positive, active terms
- Include activities and honors which indicate leadership skills and organizational abilities and avoid listing all activities for the sake of making your resumé longer
- Check that your action verbs are appropriate and are in the same tense
- Make sure the resumé sells what you want it to sell

DON'T

- Use “I” statements
- List job duties rather than skills
- Use flowery language
- Be dishonest
- Include the data on the resumé
- Include a picture
- Discuss religious and political affiliation
- Discuss salary requirement
- List names and addresses of references
- Include personal data (marital status, date of birth, height, weight, health, etc.)
- Discuss reasons for leaving past positions
- Any negative information



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600 PARK STREET
SHERIDAN HALL 214
HAYS, KS 67601
(785) 628-4260
careers@fhsu.edu

RESUMÉ CHECKLIST

Writing a resumé can be difficult. It may be hard to know if you formatted your resumé okay, if you included all the necessary information, or too much information. Before you send your resumé to employers, schedule an appointment with a Career Services staff member to critique your resumé. Prior to meeting with a staff member to discuss your resumé, it is important for you to review this checklist and revise your resumé yourself. When revising your resumé, if there is anything you are unsure about, you may discuss these things when you talk with a staff member. For a more detailed explanation and examples of resumé formats, refer to the Resume Handout from Career Services available in Sheridan Hall 214 or online at <http://www.fhsu.edu/career/resumé/>.

GENERAL STUDIES

- A resumé is a marketing tool, not a comprehensive job history. Include only those things that will help you get the job you want. Leave off those things that will not.
- List your strongest qualifications first on your resumé.
- Do not use personal pronouns like “me” or “I.”
- Do not include a reference list or a cover letter as part of your resumé – these should be maintained as separate documents.
- Use consistent and proper punctuation. Run a spell check and proofread.

SPECIFIC RESUMÉ CATEGORIES

CONTACT INFORMATION: Include the following contact information:

- _1. Name in a font as large as or larger than the largest font in the resumé so that it stands out.
- _2. Current address. No need to list permanent address unless the employer should contact you there.
- _3. Home phone number. Be sure to have your voice mail in working order with a professional message.
- _4. E-mail address. Many employers make contact through e-mail. List an appropriate email address such as your FHSU email.
- _5. If you have a LinkedIn profile, you may include it on your resumé. LinkedIn is a great resource for connecting with employers.

OBJECTIVE — OPTIONAL

- _1. If you choose to write an objective, be sure it is geared toward how your skills will benefit the company not how the company can benefit your experience. For example, instead of “Searching for position that will use my background and education and provide potential for promotion.” Try: “Seeking position related to a year of experience in public relations and Bachelor’s in Marketing. Consistently recognized as a person that goes above and beyond.”
- _2. Specify industry and / or job title or area of interest, see example above.

EDUCATION

- _1. Put your education section in reverse chronological order directly after your job objective, especially when searching for an internship, unless your experience is more important.
- _2. Spell out degrees i.e. Bachelor of Science not B.S.
- _3. Put month and year of graduation, do not put exact dates, do not put “expected” or “projected” graduation i.e., if you are graduating in May 2020, put May 2020.
- _4. Emphasize your degree by placing it before your university and in bold.
- _5. Include GPA if it is 3.0 or above, use GPA abbreviation not G.P.A., and do not round to more the 2nd decimal place i.e., 3.25 not 3.249.
- _6. Only include high school information during your first year or two of college. Start to transition your resumé to include college experience and activities.
- _7. If you financed your education, say so, for example: “Maintain a 3.5 GPA while working full-time to pay 75% of tuition.”

EXPERIENCE

- _1. List your experience in reverse chronological order.
- _2. Include full and part time jobs, paid or unpaid internships or practicum's, and volunteer work especially if it is related to your desired job.
- _3. Do not include whether the jobs were full or part time.
- _4. Put past employment experience in past tense.
- _5. Put present employment experience in present or past tense.
- _6. Include month and year or just years of employment, not exact dates.
- _7. Include only city and state for employer location not complete address.
- _8. Include numbers to quantify experience where possible, for example - # of employees supervised, size of budget managed, # of workshops taught or projects coordinated, \$ amount saved by your ingenuity.
- _9. Be consistent with use of periods. Use them or don't use them on every phrase/sentence.
- _10. Accentuate skills that relate to job target and major — listing the most important skills and accomplishments first.
- _11. Focus your descriptions on what you accomplished and how you made yourself valuable to past employers rather than your responsibilities. Instead of: "Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors." Try: "Worked with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees, 5 of whom were rapidly promoted."

COMPUTER SKILLS

- _1. Include a section on computer skills unless you have none.

LANGUAGE SKILLS

- _1. Include if applicable.
- _2. Non-native English Speakers should not include English, this is assumed.

OPTIONAL CATEGORIES

Include some of the following categories in addition to those listed: Memberships, Honors, Awards, Course Projects, and Volunteer or Community Activities.

A GUIDE TO THE REFERENCE PAGE

Prospective employers utilize the process of checking references as a method to validate your skills and abilities for a particular position. The employer's goal when contacting one of your references is to gain some additional insight about your work ethics and capabilities. Your job in obtaining references is to make sure your references present the very best about your attributes and abilities. Employers will vary in their requirements regarding the number and type of references you provide, as well as when they request reference information.

BASIC GUIDELINES...

- Identify potential individuals to use as a reference early in your college career. Get to know your professors and advisors and let them get to know you. Impress them!
- Do not offer anyone's name as a reference unless you have that person's explicit permission to do so.
- Your potential list of references should include a balance of academic, employer, and personal references.
- Plan to acquire three to five references. If you are applying for several different positions you may need to select which references best support your abilities for the position you are applying.
- Do not ask someone to serve as a reference for you if you are not confident in their ability to write or respond positively, as well as in a timely manner, about your abilities to a prospective employer.
- Do not list references on your resume. Indicate "References available upon request" at the bottom of your resumé, if room allows. Otherwise, this is understood. Only include a reference page if it has been requested.

WHEN ASKING SOMEONE TO SERVE AS A REFERENCE...

- Ask for permission. For example, "Would you be willing to serve as a reference for me as I pursue my job "search?"
- Tell them why you want them to be one of your references. Emphasize what they know about your skills and abilities.
- Tell them what career path you are pursuing and what information you feel would be valuable for them to share with a prospective employer.
- Tell them when you need the reference. Give them adequate time to write a letter of recommendation, preferably two weeks. You may need letters of recommendation at the time you apply for a position or they may be requested at a later time during the employment process. If you are asking the individual to mail a letter of recommendation, be sure to provide them with a self-addressed envelope or a correct email address.
- When possible, provide your reference contact with a description of the job you are applying for and how you feel you meet or exceed that criteria. Make sure they know what you expect for their recommendation. For example, insight into your professional growth in a certain area.
- Thank them. A definite word of thanks or a written note is the correct follow-up. Keep them posted throughout your employment process. A call from a prospective employer should not be a surprise to any of your references. It should be expected so they are adequately prepared to respond with facts and specific examples about your abilities. Be sure to let them know your final destination or whether you are still active in the job search process.
- Make sure your references know if you have had a name change since your affiliation with them.

References for John B. Jones

Cassandra S. Smith
President
First Bank
520 S. Main Street
Hays, KS 67601
(785) 628-0000
csmith@bank.com

Morgan Freeman
Vice President
First Bank
520 S. Main Street
Hays, KS 67601
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mfreeman@bank.com

Dr. Joe Johnson
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Scott J. Robbin
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