

RESUME WRITING WORKBOOK



BUSINESS MAJORS

RESUME WRITING GUIDELINES

Purposes of the resume:

- To communicate your valuable experiences and achievements to prospective employers and organizations.
- To get an interview.

Before writing your resume:

- Develop a career objective that illustrates the position your interested in and what you can do for them
- Reflect on your past work experiences, skills, values, interests, and personality
- Brainstorm and/or use the resume worksheet

Resume content:

- Identification data: name, address, phone number(s), Email address
- Objective: informing employer of your job interest and what you will add to the employer
- Education: institution(s), location(s), degree(s), major(s), date of graduation, GPA if >3.0
- Work experience: describing skills and responsibilities using short phases and action verbs
- Honors and awards: educational, work, association, club, and sport related
- Campus activities: name, office held if any, years involved, achievements
- Special skills: usually refer to computer skills and foreign languages
- Community service: event, year involved, outcome of event, and office held if any

Key points to remember:

- Stay positive in your writing style and remember to sell your experiences and education
- Be concise and clear: keep it to two pages and use short phases and action verbs
- Take your time: make a rough draft first and bring in to Career Services for a critique

Do:

- Take time in developing a resume that reflects your career goals.
- Create your own resume.
- Brainstorm and/or use a resume worksheet before you try to construct a resume for the first time.
- Write a career objective that focuses your resume to the employment opportunity.
- Make certain there are no mistakes on your resume. Have another person critique it for you.
- Format the resume so that it is logical to you and the reader. Make certain it is easy to read and professionally presented.
- Use resume paper and a quality printer. Both available in the Career Services Office
- Remember that the resume is only a document that illustrates what you have done in the past.
- Keep in mind that the resume will not land you a job but it can result in an interview for a job.

Don't:

- Write a resume that is longer than two pages.
- Try to incorporate more than one career objective on a single resume.
- Write an autobiography or list every job you have ever had.
- Include a photograph of yourself with the resume.
- Send a handwritten resume.
- Include information that may provoke discrimination by the reader, i.e., religion, political affiliation, ethnicity, marital status, number and age of children, age, gender, health status, height, or weight.
- Sell your volunteer, extracurricular, and internship experiences short.
- Lie about your past experiences, degrees, or GPA.
- Send a photocopy of your resume to the employer.

RESUME WORKSHEET

Objective:

A brief, concisely worded statement of what you want to do, where you want to do it, and your skills that are relevant for the desired position.

Examples:

To obtain a Psychology Internship with General Hospital utilizing my research skills and my analytical and problem solving abilities.

A teaching position within a progressive elementary school utilizing my relevant academic knowledge and strong practical experience.

Education:

List college and university education, do not include secondary schools.

School _____ City, State _____

Degree _____ GPA _____ Graduation Date _____

Major(s) _____ Minor(s) _____

School _____ City, State _____

Degree _____ GPA _____ Graduation Date _____

Major(s) _____ Minor(s) _____

Employment:

Full-time, Part-time, and Internship experiences. List most recent experience first.

Position/Job Title _____ Dates _____ to _____

Employer _____ Location _____

Responsibilities/Accomplishments _____

Position/Job Title _____ Dates _____ to _____

Employer _____ Location _____

Responsibilities/Accomplishments _____

Position/Job Title _____ Dates _____ to _____

Employer _____ Location _____

Responsibilities/Accomplishments _____

RESUME WORKSHEET

Leadership Experiences and Activities:

List educational, professional, social, and extracurricular organizations; community service events; and other activities that illustrate your leadership experiences. Include offices held and nature of your involvement as well as projects worked on and skills learned.

Honors, Scholarships, Awards, and Certifications:

Meaningful Skills and Abilities:

List any special skills and abilities that you believe will assist in your candidacy. Examples include computer programming and software proficiency, or ability to speak a foreign language.

235 RESUME ACTION WORDS

accelerate	coordinate	head	participate	sell
accomplish	create	help	perform	serve
achieve	decrease	hire	pinpoint	shape
acquire	define	identify	pioneer	show
activate	delegate	implement	plan	simplify
adapt	deliver	improve	prepare	solve
address	demonstrate	improvise	present	sort
administer	designate	increase	prevent	specify
advance	design	influence	process	sponsor
advise	determine	initiate	procure	staff
allocate	develop	inspect	produce	standardize
analyze	devise	inspire	program	start
anticipate	direct	install	project	stimulate
apply	discharge	instigate	promote	streamline
appoint	discover	institute	propose	strengthen
appraise	distribute	instruct	prove	stretch
approve	document	integrate	provide	structure
arrange	double	interpret	publish	study
assess	earn	interview	purchase	suggest
assist	edit	introduce	realize	summarize
assign	effect	invent	recommend	supervise
attain	eliminate	invest	reconcile	support
audit	employ	investigate	recruit	surpass
augment	enforce	launch	redesign	survey
avert	engineer	lead	reduce	sustain
avoid	establish	lecture	reestablish	tailor
broaden	estimate	lighten	regulate	teach
build	evaluate	liquidate	reinforce	terminate
calculate	examine	locate	reject	test
centralize	exceed	made	relate	tighten
clarify	execute	maintain	renegotiate	trade
collaborate	exercise	manage	reorganize	train
combine	expand	market	report	transact
complete	expedite	mediate	represent	transfer
compose	extend	minimize	research	transform
conceive	extract	mobilize	reshape	translate
conclude	facilitate	modernize	resolve	trim
condense	finance	modify	restore	triple
conduct	forecast	monitor	revamp	uncover
consolidate	form	motivate	review	undertake
construct	formulate	negotiate	revise	unify
consult	found	obtain	revitalize	use
consume	founded	operate	revive	utilize
contract	frame	order	save	verify
contribute	fulfill	organize	schedule	vitalize
control	generate	originate	secure	work
convert	guide	oversaw	select	write

First M. Last Name

School Address:
Address
City, State, Zip
Phone
E-mail

Permanent Address:
Address
City, State, Zip
Phone
E-mail

OBJECTIVE: To obtain a _____ position in a _____ organization utilizing my demonstrated strengths in _____ and _____.

EDUCATION: **School, City & State Location**
Degree, GPA, Graduation Month & Year, Major(s) and Minor(s)

EXPERIENCE: **Organization Name City & State Location Mo./Yr.-Mo./Yr.**
Position
• Brief description of responsibilities & accomplishments
•
•

Organization Name City & State Location Mo./Yr.-Mo./Yr.
Position
• Brief description of responsibilities & accomplishments
•
•

Organization Name City & State Location Mo./Yr.-Mo./Yr.
Position
• Brief description of responsibilities & accomplishments
•
•

HONORS/ Scholarship, Year(s)
AWARDS: Honor, Year(s)

CAMPUS **Organization Name, Title, Year(s) Involved**
ACTIVITIES: Team Name

COMPUTER List Software and Programming Skills
SKILLS:

COMMUNITY **Organization Name or Activity, Title, Year(s)**
SERVICE:

Thomas M. Novak

School Address:
6 Brandy Brook Ln.
New Gloucester, ME
(207) 893-6636
tnovak@sjcme.edu

Permanent Address:
760 Schlosser Rd.
Harleysville, PA 19438
(215) 513-0667

OBJECTIVE: To obtain a Marketing Assistant position in a consumer products organization utilizing my demonstrated strengths in analytical problem solving and organizational skills.

EDUCATION: **SAINT JOSEPH'S COLLEGE** Standish, ME
Bachelor of Science in Business Administration
Major: **Marketing**
GPA 3.45, May 2002

EXPERIENCE: **ACME Corporation** Bangor, ME Summer, 2001
Marketing Assistant Internship

- Responsible for the collection and dissemination of product sales volume data to the marketing product group manager
- Assisted in the creation of PowerPoint presentation charts and graphs for weekly sales meetings
- Represented organization at regional trade show in Boston, MA

Borders Books & Music South Portland, ME May 2000-May 2001
Sales Associate

- Developed a strong understanding for overall operations of the multi-million dollar retail bookstore
- Assisted customers with book selections and cross-sold promotional items
- Trained new Sales Associates on a regular basis

Saint Joseph's College Standish, ME August 1999-May 2000
Student Assistant, Office of Career Services

- Conceptualized, deigned, and created a bi-monthly office newsletter
- Developed and designed the office bulletin board every month
- Performed general office duties including typing, filing, and answering the phone

**HONORS/
AWARDS:** Student Leadership Award, 1999-Present
Saint Joseph's Scholarship, 1999-Present
Who's Who Among American College Students, 2001

**CAMPUS
ACTIVITIES:** Student Government Association, 1999-Present
Treasurer, 2000-Present
Junior Senator, 1999-2000
Orientation Advisor, 1999-2000
Resident Advisor, 2000-2002
Soccer team, 2000-2002

**COMPUTER
SKILLS:** Proficient in Microsoft Access, Excel, Office, and PowerPoint 97

**COMMUNITY
SERVICE:** Day of Caring, Volunteer, 1999-2002
American Red Cross, Volunteer, 1999-2002
YMCA, Youths Experiencing Success Program, Mentor, 2001

Name
Address
City, State, Zip
Phone Number
E-mail Address

Objective:

To obtain an Accounting Internship with a consumer products company where I can utilize my relevant education and strong work ethic in a challenging position.

Education:

Saint Joseph's College, Standish, ME
Bachelor of Science in Business Administration, May 2002
Major Concentration: Accounting
GPA 3.11

Experience:

Tax Accountant Intern; Milliken, Perkins, and Company; Windham, ME
September 2001 to Present

- Calculate 1040 tax forms for clients
- Enter tax form data into accounting database
- Proof and assess tax returns for correct information
- Participate in client meetings

Accounting Assistant; Mercy Hospital; Portland, ME
Summer 2001

- Entered invoices into in-house accounting software program
- Reconciled accounts payable accounts with purchase orders
- Interacted on a daily basis with hospital vendors
- Produced vendor accounts payable reports for Staff Accountant

Waitress; Jack-A-Row Restaurant; Grey, ME
June 2000-April 2001

- Provided efficient and effective customer service
- Opened and closed the restaurant
- Stocked and reconciled inventory

Honors and Activities:

Student Government Association Treasurer, 2000-2002
Deans List-4 semesters
MacDonald, Page, and Co. Scholarship

Skills:

Proficient in Microsoft Access, Excel, and Word
Knowledge of Lotus 1-2-3 and Appletree Accounting software

Professional References Available Upon Request

Name

Campus Address:
Address
City, State, Zip
Phone
E-mail Address

Home Address:
Address
City, State, Zip
Phone
After May 20, 2002

OBJECTIVE: To enter into a Management Training program with an industry leading organization where I can make an immediate contribution.

EDUCATION:

Saint Joseph's College, Standish, ME
Bachelor of Science in Business Administration, May 2002
Major Concentration: **Management**

Relevant Courses

Organizational Behavior	Human Resource Management	Operations Research
Organizational Analysis	Business Policy & Strategy	Marketing Management
International Marketing	Risk Management & Insurance	Business Law

HONORS:

Dean's List-4 semesters
USF&G Corporate Endowed Scholarship

WORK EXPERIENCE:

Saint Joseph's College; Standish, ME
Resident Advisor, Resident Life, August 2001-Present

- Responsible for the general welfare of 75 resident students
- Provide health and wellness programming for the residents
- Negotiate disputes, maintain discipline, and participate in judicial hearings

Saint Joseph's College; Standish, ME
Orientation Advisor, Admissions Office, May 2000-May 2001

- Organized social and academic activities for new students
- Lead new students in outdoor adventure tracks and service projects
- Advised and assisted students in their adjustment to college life

Key Bank; Portland, ME
Mail Clerk, Summer 1999, 2000, 2001

- Sorted incoming mail and delivered to appropriate departments
- Weighed, stamped, and delivered outgoing mail to post office
- Prepared packages for next day package carriers

COMMUNITY SERVICE:

High Point Nursing Home Volunteer, 2001
Habitat for Humanity Volunteer, 2001

Cover Letter

Your Name
Address
City, State, Zip
Date

Ms. Delilah Jones
HR Representative
Advertising Age
122547 Bridge St.
Pittsburgh, PA 17454

Dear Ms. Jones:

Please consider my candidacy for the Media Buyer position that appeared in the January 14 issue of the Pittsburgh Post-Gazette. I believe that my strong work ethic, relevant education, and advertising internship have prepared me well for this entry-level position.

I will be graduating this coming May and would like to relocate to Pittsburgh and work for a leading advertising company. Advertising Age has an excellent reputation in the industry and I know I could make an immediate and positive impact in the media department. As an Advertising and Marketing major at Saint Joseph's College I have gained a solid understanding of the principles behind strategic marketing plans. As an Advertising Intern for Bows and Rice Advertising Agency in Portland, Maine I actively participated in the print media campaign for a leading consumer products firm. I would now like to apply my knowledge, experience, and excellent work ethic to the Media Buyer position at Advertising Age.

Please consider my request to meet with you to discuss the position in more detail. I am truly interested and excited about this opening and would enjoy the opportunity to relocate to Pittsburgh. I can be reached at (207) 357-4777 if I am not in please leave a message on my answering machine and I will return your call within a day.

Thank you for your time and consideration.

Sincerely,

Sign your name

Print Your Name

Thank You Letter

Your Name
Address
City, State, Zip
Date

Ms. Delilah Jones
HR Representative
Advertising Age
122547 Bridge St.
Pittsburgh, PA 17454

Dear Ms. Jones:

Thank you for the opportunity to interview with you earlier today for the Media Buyer position. I certainly enjoyed our discussion on the direction that Advertising Age is going and learning more about the position and the characteristics you seek in the person who will assume the position.

I do honestly believe that I possess the desired characteristics that you seek in a Media Buyer. I have a strong desire to succeed, willingness to learn and grow in the position, proficiency in Microsoft Excel and Access, and competent writing and oral communication skills. As I mentioned in my interview with you, I believe I will make an immediate and positive impact in the department and will make certain I achieve the department goals.

Again, thank you for your time and consideration. If I can provide you with any additional information please feel free to call me at (207) 647-8976.

Sincerely,

Sign your name

Print Your Name