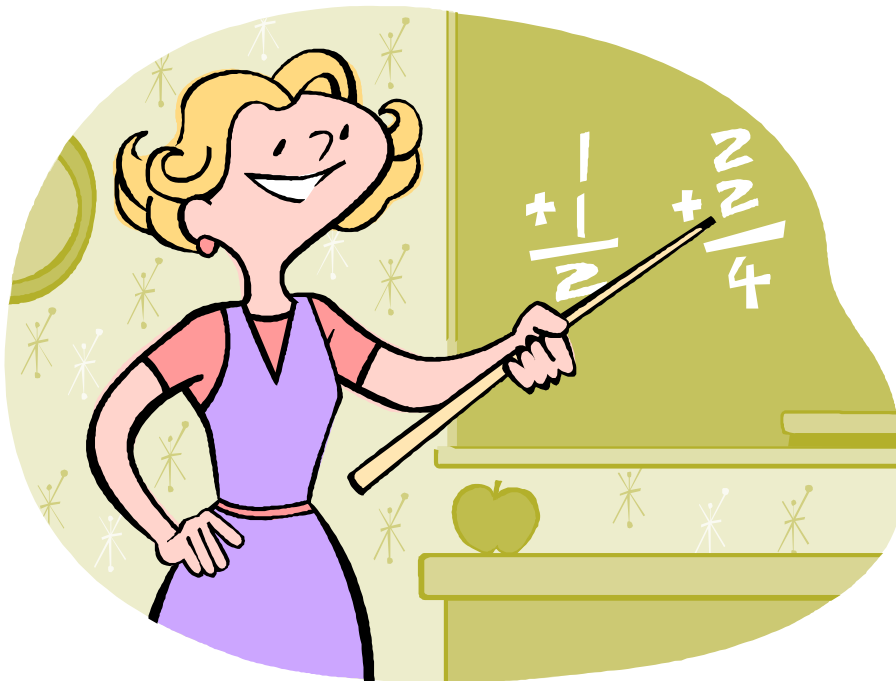


RESUME WRITING WORKBOOK



EDUCATION 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:

Lynn G. 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 Secondary Education Mathematics teaching position in the greater metropolitan Portland area.

EDUCATION: SAINT JOSEPH'S COLLEGE Standish, ME
Bachelor of Science
Major: **Mathematics**, Minor: **Secondary Education**
GPA 3.45, May 2002

TEACHING

EXPERIENCE: Winham Secondary School Windham, ME January 2002-Present
Student Teacher

- Design and implement daily lesson plans for Algebra and Geometry classes
- Motivate and challenge students through active learning projects, reports, and peer teaching techniques
- Mediate classroom conflicts
- Participated in parent-teacher conferences and PTO functions

Gray High School Gray, ME September 2000-May 2001
Substitute Teacher

- Assumed teacher responsibilities for a variety of secondary education classes
- Instructed students in Math, Science, and English content areas

Mercy High Practicum Portland, ME January 2000-May 2000

- Worked individually with students on difficult math problems
- Assisted teacher in lesson plan preparation and group activities

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

CAMPUS ACTIVITIES: Student Education Association of Maine, 1999-Present
Treasurer, 2001-Present
Secretary, 2000-2001
Orientation Advisor, 1999-2001
Resident Advisor, 1999-2002
Soccer team, 1999-2000

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 Elementary Education Teaching position where I may foster the academic and social growth of primary aged students.

Education:

Saint Joseph's College, Standish, ME
Bachelor of Science in Elementary Education, May 2002
GPA 3.11

Teaching Experience:

Private Tutor

September 1999 to Present

- Tutor primary school-aged students in reading, writing, spelling, and math
- Have tutored 24 students over the past three years

Student Teacher; Windham Primary School; Windham, ME

September 2001 to December 2001

- Taught reading, spelling, and handwriting to 25 second grade students
- Created daily lesson plans in all of the subject matter
- Created and taught a story writing unit
- Instructed regular and special education students and mediated classroom conflicts

Practicum; Saint Patrick's School; Portland, ME

September 2000 to December 2000

- Organized and taught creative lesson activities
- Assisted students individually with reading difficulties
- Observed and assisted teacher with materials and lesson plans

Work Experience:

Waitress; Jack-A-Row Restaurant; Grey, ME

June 1999-April 2002

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

Honors and Activities:

Student Government Association Treasurer, 2001-2002

Deans List-4 semesters

MacDonald, Page, and Co. Scholarship

Computer Skills:

Proficient in Microsoft Access, Excel, and Word

Professional References Available Upon Request

Cover Letter

Your Name
Address
City, State, Zip
Date

Dr. Carol Zelan
Superintendent
Windham High School
100 Windham Center Rd.
Windham, ME 04062

Dear Dr. Zelan:

Please consider my request to be considered as a candidate for the Secondary Education Math Teacher position that is currently open. I believe that my strong work ethic, relevant education, and recent teaching experience have prepared me well for this exciting position.

I will be graduating this coming May and would like to begin my teaching career at an institution with a strong academic reputation like Windham High School. Since my major at Saint Joseph's College was mathematics I have a solid understanding of the discipline that will set me apart from other candidates. Along with my math major I minored in Secondary Education and gained valuable experience in my student teaching and substitute teaching jobs. In these experiences I was able to teach Algebra and Geometry and utilized active and practical learning exercises to present the theoretical concepts.

Please consider my request to meet with you to discuss the position in more detail. I am truly interested and excited about this opening. I can be reached at 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

Dr. Carol Zelan
Superintendent
Windham High School
100 Windham Center Rd.
Windham, ME 04062

Dear Dr. Zelan:

Thank you for the opportunity to interview with you earlier today for the Secondary Education Math position. I certainly enjoyed our discussion on the direction that the High School 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 Math Educator. I have a strong desire to succeed, willingness to learn and grow in the position, proficient knowledge in mathematical theories, and competent writing and oral communication skills. As I mentioned in my interview with you, I believe I will be an active educator that will challenge the students in my classroom and will make certain I achieve the academic goals of the school.

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

Sincerely,

Sign your name

Print Your Name