

# RESUME

Here are some things to think about in order to create an effective resume:

1. **INFORMATION-** Choose content that relates to the job/industry you are applying for.
2. **APPEARANCE-** Highlight your experiences in a clear, organized, and easy to read format.
3. **TARGETED MESSAGE-** Your resume should be tailored to each job you apply for.
4. **REFERENCES-** You should have 3 to 5 people who can verify that you are right for the position.
5. **CHECK YOUR WORK-** Double check your resume to make sure it's ready to submit!

**INFORMATION-** *Your resume should highlight your qualifications, skills, and experiences RELATED to the position. A resume template is included at the back of this packet.*

<b>General Skills/Qualifications</b>  <i>List 7-10 skills that are <u>related to the job you're applying for</u>. These skills should be relevant to the job and industry you will be joining.</i>	1.  2.  3.
<b>Education, Academic Projects, Military Experience, and/or Special Certifications or Training</b>	1.  2.
<b>Work History</b>  <i>Work history should go back no more than 10 years unless the application specifies otherwise. Typically, 5-7 years is sufficient.</i>	1.  2.
<b>Volunteer Work or Additional Information</b>	1.  2.

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**APPEARANCE AND FORMAT-** *Most employers will spend between 5-30 seconds skimming your resume. Thus, highlight your experiences in a clear, organized, and easy to read format.*

- Keep an **entry-level** resume to one 8 x 11 Microsoft Word document or PDF

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- Use a font that is easy to read such as Times New Roman, Helvetica, or Calibri and keep font size between 10-12
- Put the most important and relevant information in the top 2/3 of the page
- Use section headings (i.e. Skills, Education, etc.) so your resume is easy to skim
- Balance out text and white space

**Header-** *Each page of your resume should have a header at the top with your name and contact information.*

- Name and contact information should be at the top of each page
- Name should be bigger and **bold-faced** (font size 14-16)
- Address is optional
  - Can give a sense of permanence if doing a local job search
  - You may want to omit an address if you are doing a national job search or plan on making a longer commute because it could be seen as a barrier to getting to work on time
- List one phone number that is the best way to reach you
  - Make sure that your voicemail is set up
  - Your voicemail recording should be short and professional
    - *“Hi, this is (name). Leave your name and number and I’ll get back to you.”*
- Your email address should be professional (i.e. your name) and one that you check frequently

**Headings-** *Section headings should be relevant to the position you apply for. Choose 1-2 headings for each section!*

The 1st section should highlight the general skills that qualify you for the position including computer/technical skills or special certifications.

- ✓ **Summary of Qualifications**
- ✓ **Summary of Skills**
- ✓ **Competencies (Boeing Resume only)**

The 2nd section will highlight the education or training that will help in this role.

- ✓ **Education**
  - Can include multiple schools and degrees
    - List schools from most current to past- You do not need to list every school you attended if you don’t want to
    - List graduation month and year
    - If you did not graduate with a degree, you can list the school and say, *“General Coursework”*
  - The list below should be placed under the corresponding educational experience:
    - GPA if higher than 3.0
    - Scholarships, awards, or honors such as Dean’s or President’s List
    - Student clubs or important and related school projects

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- Include high school **if** you graduated within the last 2-3 years (can explain why you have less work history)

- ✓ **Professional Training**
- ✓ **Military Experience**

The 3rd section will showcase your work history and transferrable skills.

- ✓ **Work Experience**
  - Work experience should go back 5-7 years; 10 years if the work experience is related to the job you're applying for
- ✓ **Relevant Work Experience**
- ✓ **Additional Work Experience**

The last section is *optional* and may include professional associations, volunteer experiences, and/or leadership experiences.

- ✓ **Volunteer Work**
- ✓ **Student Organizations**
- ✓ **Customized Heading (i.e. Leadership Experience):** \_\_\_\_\_

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**TARGETED MESSAGE-** Use the *job description* to target your resume for **EACH** position!

**Master Resume versus Targeted Resume-** A master resume is a great starter resume to begin documenting all of your skills and work history. A targeted resume is used to apply for jobs and should be different for **EACH** job you apply for.

- Do NOT send your master resume out to job applications
- Your master resume will list ALL of your skills, qualifications, educational and professional experience and can be more than one page since you are NOT using it to apply for jobs

**Basic Minimum Requirements-** First, check the basic qualifications to see if you could be considered for the job.

- Do you meet the Education requirements?
  - Sometimes Work Experience and Education can be substituted for level of Education
- Does your Work Experience meet the qualifications?
  - Education may count as Work Experience
- Will a criminal background (going back 7-10 years) disqualify you from working in this role?
- Does the company ask for proof of US citizenship?

**Duties & Responsibilities-** *Do you have the skills necessary to complete the tasks that the job demands?*

- The “Skills” section should include *bullet points* of the skills required for the job
  - Start each bullet point or description with a verb (see below)
- Identify *key words* in the job description and use the same *key words* when you highlight your skills and describe your experiences
  - Key words are often verbs (action words) and often repeat
  - Do **NOT** just copy and paste the key words and phrases; use synonyms or words with the same meaning
- Your “Work Experience” should also include 2-4 bullet points/descriptions for each job; keep the number of bullet points consistent for each experience
- Use numbers and percentages when you can
  - i.e. “Trained and supervised 5 employees...”
- If you cannot perform a task, show that you will be able to complete it after you receive training:
  - i.e. “Able to learn to use (software program) with proper training and supervision”

**Other-** *Here are some additional tips to help get your message across effectively:*

- Avoid abbreviations unless used to describe your degree or common directions such as “N” for North
- Do not use contractions (i.e. can’t)
- Avoid personal pronouns such as “I”
- *Do not mention salary expectations, wage history, age, height, weight, religion, political affiliations, or photographs*

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**REFERENCES-** *Below are some tips for creating a good reference page.*

- References should be listed on *separate page* with header (name and contact information) at top
  - List contact name, title, and how you know him or her (organization name), phone number, and email
- *Ask individuals to act as a reference **before** you put them on your Reference List*
  - Give him or her a copy of your current resume and the job posting so s/he knows what skills and qualifications the position requires
- *Contacts should be able to talk about your skills related to the job you’re applying for*
  - Can help to give your references a copy of the job description you’re submitting an application for
- Do not use family members as references or individuals with the same last name
- If someone declines or hesitates to be your reference, that’s ok
  - You want references who will absolutely speak highly of you and your performance
  - A good reference should be able to talk about your skills related to the job
  - References should be able to talk about your current skillset so choose them accordingly
    - Don’t use references from years before
- Do **NOT** give out a Reference List unless an employer asks for one

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**Formula** Use the formula below to write statements that show your results and accomplishments!

**Verb + Method +/-or Skill = Result/Accomplishment**

**Example:**

<b>Experience</b>	Tutor	
<b>Verb</b> • <i>What I did:</i>	Assisted 4 middle school students with math homework	
<b>Method</b> • <i>How did I do this?</i> • <i>Who was I helping or working with?</i>  <b>Skill</b> • <i>What skills did I use?</i>	Worked in tutoring lab with students for 5 hours each week  Planned interactive math activities to strengthen multiplication skills	
<b>Result/Accomplishment</b>	Students became faster at reciting multiplication tables and did better on timed math tests	
<b>Accomplishment Statement (Begins with verb)</b>	Planned multiplication activities for four students to practice their multiplication tables which resulted in higher scores on math tests	

Program and industry specific resume tips can be found here: [www.tinyurl.com/sscc-ecs](http://www.tinyurl.com/sscc-ecs)

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**Skills and Character Traits** *Below are some verbs that highlight skills that are transferrable across different industries.*

## **Administrative**

Allocate  
Assemble  
Audit  
Balance  
Budget  
Compute  
Implement  
Operate  
Organize  
Perform  
Plan  
Program  
Research

## **Communication**

Address  
Clarify  
Convey  
Correspond  
Describe  
Document  
Express  
Facilitate  
Illustrate  
Listen  
Negotiate  
Persuade  
Promote  
Publicize  
Report  
Resolve  
Write

## **Problem Solving**

Analyze

Appraise  
Ask  
Assess  
Calculate  
Conceptualize  
Consolidate  
Create  
Critique  
Define  
Design  
Develop  
Diagnose  
Engineer  
Extract  
Fabricate  
Fashion  
Gather  
Generate  
Identify  
Imagine  
Interpret  
Originate  
Predict

## **Teamwork**

Achieve  
Advise  
Coach  
Collaborate  
Cooperate  
Counsel  
Develop  
Encourage  
Establish  
Expedite  
Guide

Integrate  
Mediate  
Moderate  
Motivate  
Represent  
Strengthen  
Support

## **Leadership**

Approve  
Arrange  
Assign  
Coordinate  
Counsel  
Delegate  
Demonstrate  
Direct  
Demonstrate  
Execute  
Formulate  
Handle  
Improve  
Influence  
Initiate  
Institute  
Manage  
Mentor  
Negotiate  
Organize  
Oversee  
Persuade  
Promote  
Recommend  
Review  
Shape  
Transform

# RESUME

**RESUME CHECKLIST-** *Go over your resume one last time before you apply for your job!*

## **Information**

- Your name and contact information are at the top of your resume.
- Relevant information is placed in the top two thirds of the resume.
- Information showcases relevant skill sets and ability to perform the job.
- Resume highlights the experiences you can bring to the position.
- Resume is saved by name on computer or flash drive.

## **Appearance/Format**

- Resume is one page for entry level or two pages for more experienced workers.
- Font style and size are easy to read.
- Section headings are used effectively.
- Bullet points make it easier for a reader to scan quickly.
- Resume balances white space and text.
- Dates, titles, and locations are lined up to increase consistency and readability.

## **Targeted Message**

- The information presented is tailored to the field and/or job posting.
- Descriptions use action verbs to convey your experience, briefly and clearly.
- Verbs are written using the past tense unless you are still working at that job.
- Descriptions are brief and clear.
- The document is free from spelling or grammatical errors.

## **Next Steps**

- Follow the application instructions in the job posting and review the above checklist before submitting your resume.

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## RESUME TEMPLATE

### Name

Address (Optional)

Phone

Email

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### SUMMARY OF QUALIFICATIONS

- Technical skills related to the job- Use job description to target these skills and qualifications
- Technical skills related to the job- Use job description to target these skills and qualifications
- Certifications
- Computer or Technology skills
- Soft skills- Examples of soft skills are strong verbal and written communication skills or attention to detail
- Soft skills- Additional examples of soft skills are ability to problem solve and follow instructions
- Language skills (if applicable)

### EDUCATION

**South Seattle College;** Seattle, WA

*Program (Associate of Arts, Associate of Applied Science, Certificate, etc.)*

- Dean's or President's List
- School Clubs
- Scholarships
- Relevant projects

**Graduation Month, Year**

*GPA (if higher than 3.0)*

### WORK EXPERIENCE

**Place;** City, WA

*Job Title*

- Action word + task and skill
- Action word + task and skill
- Action word + task and skill

**Month Year – Month Year**

**Place;** City, WA

*Job Title*

- Action word + task and skill
- Action word + task and skill
- Action word + task and skill

**Month Year – Month Year**

**Place;** City, WA

*Job Title*

- Action word + task and skill
- Action word + task and skill

**Month Year – Month Year**



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## **Name**

Address (Optional)

Phone

Email

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## **REFERENCES**

Name

Teacher, South Seattle College

Phone

Email

Name

Employer, Company

Phone

Email

Name

Employer, Company

Phone

Email