

RÉSUMÉ WRITING

**ONE-PAGE (SOMETIMES TWO-PAGE) DOCUMENT
THAT SUMMARIZES YOUR SKILLS, EXPERIENCES,
AND QUALIFICATIONS FOR A POSITION IN YOUR
FIELD**

Week 7



CAROL HOLMES

GRAPHIC DESIGNER

PROFILE

Use this section to describe your professional career. Let the potential employer know why they would want to hire you. Occus , Im as molores dempe liquu nt ipsant offici psae re cus pere molo inus eumet Im as mo...



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SKILLS

EDUCATION

MAJOR

UNIVERSITY OF CALIFORNIA
You should show your type of degree/field of study.

MAJOR

HIGH SCHOOL OF CALIFORNIA
You should show your type of degree/field of study.

UI/UX

Expertise

In a high pressure environment i lear how to manage time excellently

TIME MANAGING

Very good

In a high pressure environment i lear how to manage time excellently

CONCEPT

Expertise

In a high pressure environment i lear how to manage time excellently

UI/UX

Expertise

In a high pressure environment i lear how to manage time excellently

CERTIFICATE

2016

ART OFUNIVERSITY OF CALIFORNIA

2016

ART OFUNIVERSITY OF CALIFORNIA

2016

ART OFUNIVERSITY OF CALIFORNIA



ABOUT ME

Motivated with 8 years of Area of expertise. Recognized for assessing operational needs and developing solutions to save costs, improve revenues, and drive customer satisfaction. Resourceful and well-organized with excellent leadership and team building record. Customer-oriented [Job title] with strong history of leading high-performance teams to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver

WEBSITE & SOCIAL LINKS

Facebook:
facebook.com/robinson

Behance:
behance.net/robinson

Twitter:
twitter.com/robinson

MICHELLE ROBINSON

GRAPHIC DESIGNER

14585 10th AveWhitestone, NY

+1212-941-7824

info@urmailaddress.com

info@urmailaddress.com

WORK EXPERIENCE

GLOWPIXEL LTD

Orlando
2015 - 2016

Senior Graphic Designer

Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

LOREM IPSUM

New York
2014 - 2015

Graphic Designer

Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

PIXELATE AGENCY

New Jersey
2013 - 2014

Graphic & Web Designer

Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

EDUCATION

UNIVERSITY OF UK

Toronto
2010 - 2012

Master in Web Develop

Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

COLLEGE OF ART

New Ark
2006 - 2010

Bachelor in Graphic Design

Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

ANALYZE THE RESUME



Analyzing Situation

1. Understand your goals

- Your goals are to get an interview and to provide topics for discussion at that interview.

2. Understand your audience

- Assessing the readers' time, design your resume to give away the most important detail about you.
- Address the employer's skill expectations (what skills does the job require).
- Address the employer's professional expectations (how you write and present yourself professionally).

3. Assess your field

- Understand the job description for the post (read through the chapter to find some information about job description)

4. Assess needs of your employers

- study the needs of your potential employers. Review their websites, and, if they have them, their Facebook and Twitter sites

Analyzing Situation

5. Assess your strengths

- What work experience have you had that is related to your field? What were your job responsibilities? In what projects were you involved? With what machinery or evaluation procedures did you work? What have your achievements been?
- What special aptitudes and skills do you have? Do you know advanced testing methods? What are your computer abilities?
- What special projects have you completed in your major field? List processes, machines, and systems with which you have dealt.
- What honors and awards have you received? Do you have any special college achievements?
- What is your grade point average?
- How have you paid for your college expenses?
- What was your minor? What sequence of useful courses have you completed? A sequence of three or more courses in, for example, management, writing, psychology, or communication might have given you knowledge or skills that your competitors do not possess.
- Are you willing to relocate?
- Are you a member of a professional organization? Are you an officer? What projects have you participated in as a member?
- Can you communicate in a second language? Many of today's firms are multinational.
- Do you have military experience? While in the military, did you attend a school that applies to your major field? If so, identify the school.

Planning the Resume

Appropriate
accordingly

Information to Include in your resume

- Personal information: name, address, phone number
- Educational information: degree, name of college, major, date of graduation
- Work history: titles of jobs held, employing companies, dates of employment, duties, a career objective
- Achievements: grade point average, awards and honors, special aptitudes and skills, achievements at work (such as contributions and accomplishments)

Resume organization

- Personal data (name, address, contact details)
- Career objective (type of job you are seeking, what you bring to organization)
- Summary (mini-résumé. List key items of professional experience, credentials, one or two accomplishments, and one or two skills)
- Education (academic achievements)
- Work experience (job title, job description, name of company, and dates of employment)
- Order of entries (highlight the most important information)

BEFORE

Flawed Career Objective

Career Objective: Seeking employment in a business environment offering an opportunity for professional growth.

AFTER

Improved Career Objective

Career Objective: To market financial planning programs and provide financial counseling to ensure positive client relations.

CAREER OBJECTIVES

Michelle L. Stewart

2837 Main Street
Eau Claire, WI 54701

(715) 421-8765
michstew27@yahoo.com

CAREER OBJECTIVE

To obtain a position in the food industry as a Consumer Scientist.

SUMMARY OF QUALIFICATIONS

Strong operations and client relationship management background with proven expertise in leading an operations team for multimillion-dollar retail organization. Well-developed customer relations skills that build lasting client loyalty. Proven new business development due to excellent prospecting and client rapport building skills. Able to develop processes that increase productivity, profitability, and employee longevity.

EDUCATION

Bachelor of Science Degree, University of Wisconsin–Stout, May 2013

Major: Food Systems and Technology; Emphasis: Food Science

Minor: Chemistry

Associate of Applied Science Degree, Georgia Military College, Brunswick, Georgia 2006.

ACADEMIC ACCOMPLISHMENTS

Phi Theta Kappa—International Honor Society of the Two Year College

Academic National Honor Society

Criteria for Effective Resume (order of entries)

Reverse Chronological Resume

Write a reverse chronological resume if you

- Are a traditional job applicant (a recent high-school or college graduate, aged 18 to 25)
- Hope to enter the profession in which you have received college training or certification
- Have made steady progress in one profession (promotions or salary increases)
- Plan to stay in your present profession

Functional Resume

Write a functional resume if you

- Are a nontraditional job applicant (returning to the workforce after a lengthy absence, older, or not a recent high-school or college graduate)
- Plan to enter a profession in which you have not received formal college training or certification
- Have changed jobs frequently
- Plan to enter a new profession

REVERSE-CHRONOLOGICAL RESUME TEMPLATE

RESUME SUMMARY OR RESUME OBJECTIVE

WORK EXPERIENCE

EDUCATION

ADDITIONAL SECTIONS

Frank Shelby

Master Electrician

Dependable master electrician with 10+ years experience with construction, residential, and industrial electrical installations. Substantial knowledge of industrial control, circuit management, and power distribution. Named Mosaic Life Claire's employee of the year for 3 years in a row.

Experience

- 2012-03 - present **Master electrician**
Mosaic Life Claire, St Joseph, MO
- Interpreted contract plans and specifications: one-line diagrams, cable and conduit schematics and wiring diagrams.
 - Installed and repair electrical systems, wiring, fixtures, motors per plans.
 - Supervised and assigned work to apprentices, electrical helpers, and journey-level electricians.
 - Trained and mentored electrical apprentices.
 - Diagnosed problems and checked leakages in low and high voltage systems.
 - Took the highest level of care for keeping the workplace area safe and organized by implementing the NEC safety regulations and guidelines.
 - Installed circuit breaker panels, switches, relays, and grounding leads.
- Key achievements:
- Increased efficiency by 33% by identifying our client's complex wiring issue. Scheduled a repair plan and supervised a team of 6 specialists.
 - Supervised an internal training program, fully trained 11 apprentices.

- 2007-10 - 2012-02 **Journeyman maintenance electrician**
Mosaic Life Claire, St Joseph, MO
- Troubleshoot and maintained electrical work on low and high voltage equipment including variable frequency and DC speed control equipment.
 - Installed, maintained and repaired switchboards and circuits.
 - Carried out preventive maintenance on electrical circuits and machinery.
 - Repaired a variety of telemetry systems: two-wire alarm circuits, security systems, fire alarm devices and other electronic alarm systems.
- Key achievement:
- Installed energy saving devices which reduced the client's quarterly electricity consumption costs by 24% without affecting power efficiency.

- 2003-04 - 2007-08 **Electrical helper**
Tradesman International, Overland Park, KS
- Helped with installing wiring and conduits: struts and MS cables.
 - Used measuring tools to measure and cut wire and conduit.
 - Assisted in maintaining electrical tools and equipment.
 - Prepared cost estimates for materials and services.

Education

- 2005-10 - 2007-07 **Associate of Science in Electrical Technology**
Johnson County Community College, Overland Park, KS

Certificates

- 2016-01 **Certified Electrical Inspector - Master** (International Association of Electrical Inspectors)
- 2010-07 **ALA Certified Lighting Consultant** (American Lighting Association)

Personal Info

Address
2823 Olive St
St Joseph, MO 64507
USA

Phone
415 555 2671

E-mail
francis.s.shelby@gmail.com

LinkedIn
linkedin.com/in/frank-sean-shelby/

Skills

Analyzing blueprints
●●●●● Advanced

Programmable Logic Controllers
●●●●● Advanced

Industrial control systems
●●●●● Intermediate

Wiring diagrams
●●●●● Advanced

Mathematics knowledge
●●●●● Basic

Mentoring
●●●●● Advanced

Customer service
●●●●● Intermediate

Languages

Spanish
●●●●● B2

Interests

Astronomy (life-long subscriber of Sky&Telescope)

Rock music (AC/DC, Black Sabbath, The Rolling Stones)

CONTACT INFORMATION

SKILLS

ADDITIONAL SECTIONS

Functional resume

Summary

Experience customer service representative with a proven track record of boosting month-to-month sales. Able to predict, evaluate, and meet the specific needs of customers while maintaining an efficient work schedule. Awarded "Employee of the Month" for consistently receiving positive customer feedback. Seeking to leverage my experience in customer service to fill a Sales Clerk position at Blarney's.

Relevant Skills

Customer Service

- Receive a +95% on customer service feedback surveys on a consistent basis by providing a friendly in-store environment
- Enhance the customer experience by providing quality assistance and in-depth product knowledge
- Educate customers on up-and-coming brands and the latest fashion trends

Sales

- Exceeded sales goals an average of 10% for 5 straight months
- Upsell customers through the recommendation of products that meet their specific needs
- Process 30+ customer transactions a day and factored sales, discounts, and promotions into the final price

Merchandising

- Restock and organize new shipments of inventory in a timely manner, cutting average of 2 days off the merchandising process
- Develop and create unique displays that attract customers to a desired product

Professional Experience

Ulta, Manhattan, NY
Sales Clerk
2016-2017

GAP, Albany, NY
Sales Representative
2014-2015

GAP, Albany, NY
Jr. Sales Representative
2012-2013

Education

Bachelor of Science in Business Administration (concentration: finance) Honors: cum laude (GPA: 3.7/4.0)
Louisiana State University, Baton Rouge, LA
May 2014

Don't be
Joey
Tribbiani

Ethical Considerations for Resume

- Following are examples of resume fraud that you must AVOID:
 - Including a degree that you have not earned
 - Listing colleges or universities that you have not attended
 - Inflating your job title
 - Inflating your job responsibilities
 - Inflating your job achievements
 - Listing jobs that you have not held
 - Claiming technical knowledge that you do not have
 - Omitting large amounts of time from your school and job histories
 - Including military rank you have not earned



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Effective Resume Style

1. Choose appropriate font type and size

- The best font types are Times New Roman and Arial.
- *Avoid designer fonts.*
- Use a 10- to 12-point font for your text.
- Headings can be boldface and 14- to 16-point font size.
- Limit your resume to no more than two font types: one for headings and one for text.

2. Avoid sentences

- Takes more space
- Appear egocentric
- Can be grammatically incorrect

3. Format Your Resume for Reader-Friendly Ease of Access

4. Use action verbs (designed, conducted, initiated)

5. Quantify Your Achievements

6. Make it perfect

BEFORE

Maintained positive customer relations with numerous clients.

Improved field representative efficiency through effective training.

Achieved production goals.

Trained employees.

AFTER

Maintained positive customer relations with 5,000 retail and 90 wholesale clients.

Improved field representative efficiency by writing corporate manuals for policies and procedures.

Achieved 95 percent production, surpassing the company's desired goal of 90 percent.

Trained 20 employees annually in methods for safely removing hazardous waste from the workplace.

5. QUANTIFY YOUR ACHIEVEMENTS

Work History

2020-01 - Current

Server

Wild Billie Geet's Texas Steakhose, Texarkana, TX

- Guided arriving guests to tables, took drink orders and relayed information to bartenders.
- Responsible for serving guests to create memorable moments and long-lasting loyalty.
- Applied comprehensible knowledge of wine, cider, and beer, increasing daily beverage sales by 47%.

2017-01 - 2019-12

Surver

KJ's All-American Diner, Texarkana, TX

- Supervised restocking of salad bar and buffay for lunch and dinner service.
- Achieved monthly sales goals by using successful strategies to promote specials, deserts and alcoholic beverages.
- Forested enjoyable event atmosphere through friendly guest interactions
- Stored food in designated containers and storage areas to increase shelf life, improve kitchen organization and provide easy excess during busy peek service

Charles Foghorn

200 H Street, Washington, D.C.
charlie.foghorn@gmail.com
(203) 451-2216

EXPERIENCE

Reporter at McClatchy Washington Bureau, Washington, D.C.

September 2018 - August 2020

- *Pitched and wrote weekly stories for McClatchy's national newspapers, the Miami Herald in particular*
- *Reported on 2018 congressional races, as well as Senate hearings*
- *Assisted lead editors with short and long-term economic research*

Organizer at Orange County Democratic Committee, Orange County, CA

June 2017 - August 2018

- *Used NGP VAN to update voter profiles, pull voter registration lists, and track contributions*
- *Planned and prepped for grassroots events aimed at recruiting new members from more than 100 precincts*
- *Ran voter registration drives, having received voter registration certification in Virginia*

Rachel Maxwell

RESUME SUMMARY


College graduate with internship experience. Seeking to leverage acquired academic knowledge and work experience into effectively filling your office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.


PROFESSIONAL EXPERIENCE

February 2018 – Present | Western Digital Inc., New York, NY

Office Clerk Intern

- Perform document scanning (100+/day) and log them in the company's proprietary computer system for future review by internal departments, as well as the company's international offices
- Typing and distributing confidential letters for senior members daily
- Lead internship team of 8 in developing new inventory filing system
- Respond to more than 15 client emails daily (on average), quickly resolving issues as they arise
- Worked with management to optimize the storage process for regulatory documentation, saving the department several hours per week

 (212) 657-8934

 rachel.maxwell@gmail.com

 linkedin.com/in/rachelmaxwell/

EDUCATION

May 2017

University of California, Berkeley

Berkeley, CA

M.S., Marketing

May 2012

University of California, LA

Los Angeles, CA

B.A., Economics



PROFILE

Sales Maestro with more than 10 years experience in retail environments. Recognized for my ability to close deals, provide excellent customer service, and generate cold hard cash. Hire me to boost your company and get the job done.

CONTACT

PHONE:
678-555-0103

EMAIL:
TheHamMan@hotmail.com

HOBBIES

Jiu-jitsu
Philosophy



HAM DUGO

Sales Associate

EDUCATION

University of Phoenix – Tempe, AZ
Graduated 2008
AS in Business Administration
President of Jiu-jitsu Club

WORK EXPERIENCE

Walmart Sales Associate

2015–Present

- Help like 50 customers per day by answering questions and helping them find products
- Recommended advanced merchandise display techniques to management, which were implemented and resulted in better sales
- Close roughly \$500 in sales every week
- Named "Employee of the Month" 4 separate times

ZARA Sales Associate

2008–2015

- Stocked and organized inventory with accuracy and efficiency
- Personally broke state-wide records for the number of bootcut jeans sold
- On average, sold more than \$1,500 in merchandise each week
- Once convinced a Chechen businessman to buy our entire collection of button up shirts

SKILLS

MS Office	35%
Italian language	15%
Keeping it cool	100%
Sales	100%
Customer service	90%

Sources

Riordan, D. (2014). *Technical report writing today*. Cengage Learning.

Technical Communication: Process and Product, Seventh Edition, by Sharon J. Gerson and Steven M. Gerson. Published by Prentice Hall. Copyright © 2012 by Pearson Education, Inc.