

Resume Worksheet and Guidelines

Once you have completed your self inventory packet, you are ready to write your resume. This worksheet will walk you through the process. You will need to have your self inventory packet handy, as you will be using that information to write your resume. There are two sample resumes at the end of this worksheet for you to use as guides in writing and typing your resume. Once you have typed your resume, be sure you save it to a computer and disk. Also, print a copy and give it to your case manager for review.

Common Resume Writing Tips:

- Avoid the use of I, me, or my; instead, use action verbs to describe your past accomplishments, duties and responsibilities.
- Always use past tense to describe a job that you are no longer doing.
- Do not repeat information. For example, if you describe your work ethic in the Summary of Qualifications section, you would not repeat it in the Skills and Experience Overview section.
- Be sure to remain consistent in your dates of employment.
- Only go back ten to fifteen years unless a job in your distant past relates to the job you are applying for now.
- Use a chronological format if you had a few jobs with a variety of duties and responsibilities at each job.
- Use a combination format if you have a large work history or if you have held several different jobs with the same types of duties and responsibilities.
- Always type your resume and save it to a computer or disk so that you can update it later.
- Remain consistent in your formatting. For example, if you use bold for your objective heading, then all the other headings should be bold, too.
- Use a standard font like Arial or Times New Roman. Also, the main body of your text should be font size 11 or 12 and headings 12 or 14.

Contact Information:

This section should let the reader know your name and how they can contact you. If you do not have a telephone, ask a reliable friend if they would take messages for you. Be sure to include on your resume that the telephone number listed is for messages only. This will avoid confusion when a prospective employer is trying to contact you. For message phones and e-mails, be sure you check regularly for messages.

Name	
Address	
City, State Zip	
Phone	
E-mail	

Objective:

The objective tells the reader exactly what position you are applying for. It is best to avoid lengthy objectives that point out your employment goals or your interest in utilizing your skills to better the company. However, those intentions could certainly be expressed in a cover letter.

Objective	
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Summary of Qualifications:

This section allows you to tell the employer about the type of worker you are as well as your strengths. This is a great section to sell you! If you are not sure what to write, review your skills lists. You want to include information about you that makes you a strong candidate. Use bullet points rather than paragraphs as bullets make it easy to read.

Quality 1	
Quality 2	
Quality 3	
Quality 4	
Quality 5	

Skills and Experience Overview

Note: This section is used for **combination** resume formats. If you are doing a chronological resume, skip this section.

Begin by listing all of your skills and abilities on a separate sheet of paper. Once you have completed your skills list, group like skills together. For instance, all skills that deal with working in an office would go together or all skills that deal with machines would go together. On your resume, you will have a heading for each category and list three to five skills per category.

Heading # 1	
Description 1	
Description 2	
Description 3	

Heading # 2	
Description 1	
Description 2	
Description 3	

Heading # 3	
Description 1	
Description 2	
Description 3	

Employment History

Note: The description lines are only used for **chronological** formats. If you are doing a combination resume, then leave the description lines blank.

This section lists your employment history in reverse chronological order (your most recent job first). Use the description lines to tell prospective employers about your past duties, responsibilities and achievements.

Job Title	
Company Name	
City and State	
Dates of Employment	
Description line 1	
Description line 2	
Description line 3	
Description line 4	
Description line 5	

Job Title	
Company Name	
City and State	
Dates of Employment	
Description line 1	
Description line 2	
Description line 3	
Description line 4	
Description line 5	

Job Title	
Company Name	
City and State	
Dates of Employment	
Description line 1	
Description line 2	
Description line 3	
Description line 4	
Description line 5	

Education

This section lists all diplomas or degrees earned. If you completed course work in a specific area, it should also be stated in this section. Also, if you are currently attending school, it is a good idea to list your area of study with an expected graduation date.

Degree Earned or area of study	
School Name	
City and State	

References

References should be listed on a separate sheet of paper and only handed out when requested. It is fine to list on your resume that references are available upon request. If you do not have room on the page, it can also be left off completely as a prospective employer will ask for them.

John B. Smith
181 North Road
Anytown, WI 53888
Phone: 608-742-8888
E-Mail: jsmith@aol.com

OBJECTIVE

A position as a retail sales clerk.

SUMMARY OF QUALIFICATIONS

- Excellent customer service skills
- Honest, hard-working, and dependable
- Five years plus cash handling experience
- Fast learner
- Available for any shift and willing to take on new projects

EMPLOYMENT HISTORY

Teller Bank of Wisconsin Portage, WI 1995-Present

- Accurately balanced cash drawer at the end of each shift
- Provided quality service to each customer by listening to their requests
- Utilized the bank's computer system to enter deposits and withdrawals
- Answered customer's questions regarding their accounts and provided information about the bank's services
- Took on extra duties as assigned

Stocker The Big Store Portage, WI 1985-1995

- Set up display racks
- Stocked shelves
- Assisted customers with finding products
- Unloaded semi-trucks and shelved boxes
- Used a scanning gun to inventory stock

EDUCATION

High School Diploma Great Lakes High School City, WI

REFERENCES

Available upon request

Susan M. Smith
 East Street
 Our Town, WI 53988
 Phone: 608-742-8888

OBJECTIVE

A position as an extrusion operator in a plastics manufacturing plant

SUMMARY OF QUALIFICATIONS

- Capable of standing for long periods of time
- Work well with co-workers
- Good hand-eye coordination
- Safety conscious
- Able to follow both written and verbal directions

OVERVIEW OF EXPERIENCES

Manufacturing

- Operated a wide variety of equipment often used in the plastics industry
- Accurately reset machines
- Cleaned equipment as needed

Restaurant

- Took customers' orders and made correct change
- Bussed tables and washed dishes
- Maintained condiment island

Retail

- Operated a computerized cash register
- Stocked shelves
- Provided friendly service to all customers

WORK HISTORY

Finisher	Plastics R Us	Portage, WI	2002 to 2003
Order Taker	The Eatery	Portage, WI	2000 to 2001
Cashier	Pumper Up	Portage, WI	2000 to 2000
Molder	The Plastic Co.	Portage, WI	1998 to 2000
Front End	Quick Lunch Express	Portage, WI	1997 to 1998
Production Worker	Blue Manufacturing	Portage, WI	1993 to 1997
Clerk	Super Buy Mart	Portage, WI	1989 to 1992

EDUCATION

HSED Madison Area Technical College Portage, WI
Expected Date of Completion May 2009