Expanded Report on Key Topics: Resume Preparation and Examples

## Where to Find Additional Resume Help

For additional guidance and assistance with preparing your resume, you can contact the Bellevue University Career Service Center. They can be reached at 402 557 7423 or 800 756 7920 ext 7423. The center offers support and resources to help you create an effective resume tailored to your skills and experience.

## Resume Formats Illustrated

The handout contains examples of various resume formats to help you get started. Specifically, it illustrates examples of **functional**, **chronological**, and **combination (functional/chronological)** resume formats. These examples showcase different ways to present your skills and experience to potential employers, allowing you to choose the format best suited to your individual needs and the specific job you are applying for.

## Caution Regarding Resume Creation

A word of caution is provided regarding the creation of your resume. The handout explicitly advises against using resume wizard templates available online. These templates, while seemingly convenient, are often difficult to work with and may not allow you to present your qualifications in the most favorable way to potential employers. Instead, the handout encourages creating a simple document in MS Word, similar to the provided examples.

## Content of the Provided Resume Examples

The resume examples included in the handout serve as a valuable resource. They offer a range of different formats and styles, providing suggestions and tips to guide your resume preparation. Each example includes a **summary of qualifications**, detailing the applicant's skills and experience. Further sections cover **education**, **work history**, relevant **skills**, and **professional affiliations**. These elements work together to present a comprehensive picture of the applicant's qualifications.

## Key Advice for Resume Creation

A key piece of advice provided is to create a simple resume document in MS Word. The examples provided in the handout serve as excellent models for constructing your own resume. By emulating the simple, straightforward structure of these examples, you can create a resume that is easy for potential employers to read and understand. This clarity is essential for effectively showcasing your qualifications and increasing your chances of securing an interview.

## Handout Revision Date

The handout was last revised in **June 2015**. While the core principles of resume writing remain consistent, it's important to note that this date indicates the last known update to the specific handout in question. Therefore, while the advice remains relevant, you might consider supplementing it with more contemporary resources and best practices.

## Information Contained in "Summary of Qualifications" Sections

The "Summary of Qualifications" sections in the provided resume samples offer a concise overview of the applicant's key strengths and experiences. This crucial section typically highlights the candidate's most relevant skills and accomplishments. For example, summaries may emphasize exceptional organizational abilities, years of professional experience, a solid academic background, or specific achievements in accounting, financial management, or other relevant fields. The summaries aim to quickly capture the reader's attention and demonstrate the applicant's suitability for the desired position.