

Creating a Resume

With very little exception, everyone will have the need to have a resume for college, jobs, scholarships, etc. There are many different formats for resumes, but keeping it simple is a good tip. Here are the parts to a basic resume:

- 1. Header-** A header should include your name, address with ZIP Code, phone number and email address.

Tips:

- Boldface your name to make it stand out.
- Use a phone number that you'll actually answer and change your voicemail to a more professional message if necessary.
- Make sure your email address is professional. If your current email address, for example, is candygirl@mail.com or hotbod@inbox.com, it's time to set up a new email, such as janesmith@mail.com or jsmith99@inbox.com.

- 2. Objective-** In one or two sentences, state the job you're attempting to secure in the organization you're aiming to become part of. Make this statement simple. Consider the type of work you enjoy and are looking for.

Tips:

- Think about the type of job and industry you're interested in.
- Tailor the objective to describe that job, job type or industry.
- If you aren't sure what you want to do or if you'd be willing to accept a variety of jobs, consider leaving "objective" off your résumé. It only serves you if you're aiming for something specific.
- Your objective should always be tailored to the specific job openings you're applying to. If you are applying to multiple jobs, you should have multiple versions of your résumé, each with a job-specific objective.

Examples:

To obtain an entry-level editing position in a large publishing company.

To secure a full-time executive sales position in the advertising industry.

To obtain a professional position within medical sales.

- 3. Education-**

Tips:

- List the schools you've attended, starting with the most recent one. Include details such as GPA, class rank or special awards.
- Add any other educational experiences, such as training programs, community college or summer courses, seminars and so on.

- 4. Experience-** Starting with your most recent or current job, list your previous work experiences.

Tip:

- This section shows where you have worked and when. It also states specific accomplishments for each position or job.

- 5. Achievements-**

Tip:

- Let employers know about honors, recognitions, special projects and leadership roles.

- 6. Additional Skills-**

Tip:

- This section should list your special skills that will help with the job for which you are applying. This includes, but is not limited to, computer skills, foreign languages, and special training and certifications.

- 7. References-** You can either state that references will be available upon request or list references with email addresses and phone numbers in this section.

Tips:

- References should be people who can attest to your ability to do the job, your work ethic, etc. They should not be family or friends.
- Make sure you have the permission of the person you will be using as a reference beforehand.