

RESUME GUIDELINES

Jane Smith
123 Anywhere Street
Apple City, Minnesota 55123
612-523-5050
jsmith@hotmail.com

- OBJECTIVE:** To obtain an on-campus position at Hamline University.
- EDUCATION:** High School Diploma, June, 2009
Central High School, Apple City, Minnesota
- WORK EXPERIENCE**
(Describe specific tasks and skills used in each job)
- Cashier - The Corner Store, Summers, 2008 and 2009
- * Processed customer transactions accurately and in a pleasant manner.
 - * Tracked inventory and restocked merchandise, using computerized inventory systems.
- Wait person – Reed’s Deli, Summer, 2007
- * Provided excellent service to restaurant customers.
 - * Received “Employee of the Month” award, August, 2007.
- VOLUNTEER WORK:**
- Big Brothers & Sisters, 9 months
- * Met twice a month with a 5th grade student, taking her to movies and other activities.
 - * Helped to coordinate the annual banquet.
- CO-CURRICULAR**
- * Track Team, 2 years, Co-captain, 1 year.
 - * Yearbook staff, 3 years, took photographs and assisted editing the 2007 and 2008 edition. Used PageMaker and MS Word.
- SKILLS:**
- * Microsoft Word, Excel, Phone Skills, Certified Lifeguard, CPR
- HOBBIES:** Downhill skiing, photography.

References available upon request.

THE RESUME

The resume introduces you to employers. It summarizes what you will be able to offer as a potential employee. Poorly written or disorganized resumes can eliminate you from consideration for employment, regardless of your qualifications. Although resumes do not get you jobs, they open doors to interviews and hiring.

Review your education, work experience, interests, co-curricular activities, travel, foreign languages ability, military service, memberships, and community service experience, before beginning to write your resume. Carefully consider what you have accomplished and the skills you enjoy using. Employers are particularly interested in leadership, self-motivation, and communication skills.

Effective Resume Guidelines

- Limit your resume to one page.
- Make your resume easy to read – well balanced and organized with wide margins and clear headings.
- Check and double-check - for correct grammar, punctuation, spelling, and accuracy. Your resume represents you!
- Be concise. Avoid the “I” pronoun. Use phrases, not sentences.
- Use action verbs to bring your resume to life: wrote, planned, directed, supervised, led, organized, created, initiated, developed, etc.
- Describe all experiences (jobs, internships, volunteer, summer). Include computer skills.
- Present your positive qualities, accomplishments, and skills that transfer from one job to another.
- Be truthful; don't exaggerate or misrepresent the facts.
- Omit information that might exclude you from an interview, “turn off” an employer, or raise unwanted questions.
- Have other people review your resume for style, content, and accuracy.
- Have your resume copied on high quality white or off-white bond paper.
- List your references separately, on matching paper. Submit them only when asked.