

# YOUR RÉSUMÉ



# YOUR RÉSUMÉ

**There is no one way to write a Résumé, and no one should write it for you. The job seeker is the expert on him/herself and is, therefore, best qualified to present unique strengths and capabilities for specific career objectives.**

## **PURPOSE**

- Provides employers with information about your abilities and experiences so they can assess your potential for a successful job match.
- Serves as a marketing document designed to catch the interest of an employer.
- Creates a clear and critical first impression since as little as 15 seconds may be devoted to looking at each Résumé.
- Shows focus on the needs of the employer, not on the needs and desires of the job seeker.
- Space is critical; carefully evaluate each item and its relationship to your career objective.

## **PREPARATION**

- Take a complete inventory of your resources. For example; higher education and training, work experiences, activities and special skills (particular emphasis should be placed upon achievements, especially as they relate to education and work experience).

### **Technical aspects:**

- Format—structure component or how the information is organized and presented.
- Content—information component or what is presented.

## **FORMAT**

There are three styles of format that are most commonly used for Résumés: chronological, functional, and combination. Choose the format that you believe will best market your abilities in conjunction with your past experiences, unique skills, and immediate career objective.

## **CHRONOLOGICAL**

Used for an individual who is staying in the same field, has training and/or experience. Consistent with the objective, has relevant job titles, or is applying for a job in a highly traditional field. Most effective for the majority of new college graduates.

## **FUNCTIONAL**

Emphasizes skill areas. Most helpful for people who are changing careers, re-entering the job market, applying for positions for which their training and/or experience does not directly qualify them, or whose background does not emphasize their abilities for the job. Skills categories should be ranked in order to support the career objective.

## **COMBINATION**

Hybrid of a chronological and functional Résumé. The skills or qualifications section identifies your skills in relation to your job or career objective. This format grabs the reader's attention early.



# DESIGNING THE PERFECT RÉSUMÉ

## Why Write a Résumé?

- I am looking for a new job.
- I want to summarize my work-related experiences.
- I have no idea. Someone told me I should write a Résumé.
- I am applying to Graduate school.

## Basic Parts of a Résumé:

- The Heading
- Education
- Experience
- Other Categories

## The Heading:

- Name
- Permanent addresses
- Phone number, with a professional voice mail message
- E-mail address (JohnJones@yahoo.com, not Hunkofman@yahoo.com)
- You can use the school e-mail address: JaneDoe@lionmail.sagu.edu
- You need not write “Résumé” at the top

## Experience:

- Does not have to be paid
- Show the potential employer you have learned the skills necessary for the job
- Internships are key
- Relevant experience = edge on competition
- Use bullets for skills/accomplishments
- Specific measurable results
- Can be logical rather than chronological
- Include all experiences, but expand more on relevant experiences

## Education:

- Name of University
- Name of degree
- List either the degree or the University first, whichever sells better
- Date received
- Major
- Very useful if you have limited work experience
- List GPA if 3.0 or above

## Other Categories:

- Skills
- Certifications/Professional Memberships
- Honors & Awards
- Relevant to education or job
- Campus Activities
- Extracurricular Activities
- Leadership Development
- Personal Information only on ministerial résumés

## Résumé Tips:

- Pay careful attention to spelling, punctuation, grammar and style
- Proofread your résumé carefully, and have others proofread as well
- Organize information in a logical fashion
- Keep descriptions clear and to the point
- If you are a new graduate, confine your information to one page
- Use a simple, easy-to-read font 11-12 point
- Use good-quality white or off-white bond paper
- Include as much work experience as possible, even if it doesn't obviously relate to the job
- Tailor your information to the job you're seeking
- Do not use a template
- Ask for help at your Career Development Office

# DESCRIPTIVE WORD LIST

<b>CREATIVE</b>  Acted Adapted Began Combined Composed Conceptualized Condensed Created Customized Designed Developed Directed Displayed Drew Entertained Established Fashioned Formulated Founded Illustrated Initiated Instituted Integrated Introduced Invented Modeled Modified Originated Performed Photographed Planned Revised Revitalized Shaped Solved	<b>ORGANIZATIONAL</b>  Approved Arranged Catalogued Categorized Charted Classified Coded Collected Compiled Corresponded Distributed Executed Generated Incorporated Inspected Maintained Monitored Obtained Ordered Organized Prepared Processed Purchased Registered Reserved Responded Reviewed Routed Scheduled Screened Submitted Supplied Standardized Systemized Updated Verified	<b>HELPING</b>  Adapted Advocated Aided Answered Arranged Assessed Assisted Clarified Coached Collaborated Contributed Counseled Demonstrated Diagnosed Educated Encouraged Ensured Expedited Facilitated Familiarized Furthered Guided Insured Intervened Motivated Prevented Provided Referred Rehabilitated Represented Resolved Simplified Supplied Supported Volunteered	<b>COMMUNICATION/ PEOPLE</b>  Addressed Advertised Arranged Authored Clarified Collaborated Communicated Composed Consulted Conveyed Convinced Corresponded Defined Expressed Formulated Incorporated Influenced Interpreted Interviewed Involved Marketed Mediated Negotiated Observed Outlined Participated Persuaded Promoted Proposed Publicized Recruited Referred Reinforced Resolved Summarized	<b>COMMUNICATION/ PEOPLE</b>  Addressed Advertised Arranged Authored Clarified Collaborated Communicated Composed Consulted Conveyed Convinced Corresponded Defined Expressed Formulated Incorporated Influenced Interpreted Interviewed Involved Marketed Mediated Negotiated Observed Outlined Participated Persuaded Promoted Proposed Publicized Recruited Referred Reinforced Resolved Summarized
<b>DATA/FINANCIAL</b>  Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced Budgeted Calculated Competed Conserved Corrected Determined Developed Estimated Forecasted Managed Marketed Measured Planned Prepared Programmed Projected Reconciled Reduced Researched Retrieved	<b>RESEARCH</b>  Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed Evaluated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Investigated Located Measured Organized Researched Reviewed Searched Summarized Surveyed	<b>TEACHING</b>  Adapted Advised Clarified Coached Communicated Conducted Coordinated Critiqued Developed Enabled Encouraged Evaluated Explained Facilitated Focused Guided Individualized Informed Instilled Instructed Motivated Persuaded Stimulated Taught Tested Trained Transmitted Tutored	<b>TECHNICAL</b>  Adapted Applied Assembled Calculated Computed Conserved Constructed Converted Debugged Designed Determined Developed Engineered Installed Maintained Operated Programmed Rectified Regulated Remodeled Repaired Replaced Restored Solved Specialized Standardized Upgraded Utilized	<b>ACCOMPLISHMENTS</b>  Achieved Adjusted Completed Conducted Earned Enforced Exceeded Mastered Modeled Modified Overcame Pioneered Proposed Reduced Restored Spearheaded Streamlined Succeeded Surpassed Transformed

# SAMPLE RÉSUMÉ

## Anita Good Job <<

1234 ABC Ave., Waxahachie, TX 75165  
(214) 888.1234; anitagoodjob@lionmail.sagu.edu <<

Tip:  
Name bolded. Use 14-16pt font.

Tip:  
Use 11-12pt font. Easier to read.

### EDUCATION:

Bachelor of Science, Business Management May 2020  
Southwestern Assemblies of God University, Waxahachie, TX

- 3.78 GPA, Magna Cum Laude <<
- Member of SAA
- Recipient of Leadership Scholarship, 2020

Tip:  
List GPA if it is more than 3.5

Diploma, Graduate with honors June 2016

Delta High School, Alpha, NM

- Valedictorian

### EXPERIENCE: <<

Southwestern Assemblies of God University, Waxahachie, TX  
*Work Study, College of Bible and Church Ministries, 2019-Current*

- Assist with grading and recording of grades
- Greet guests and direct them to correct office

Tip:  
List all experiences, paid & unpaid, especially those relevant to the position you are seeking.

*Varsity Volleyball, 2019-20*

- Competed in NAIA Sooner Athletic Conference <<
- Received outstanding setter, NAIA SAC, 2020

Tip:  
Describe current position in present tense and former positions in past tense.

*Assistant Team Leader, Southwestern Missions Association, 2019*

- Assisted in leading a team of 14 to Nairobi, Kenya
- Responsible for fund-raising and bookkeeping for the group

Beverly's Boutique, Delta, NM 2018-2020

*Sales Clerk*

- Attained top sales clerk award, 2019-20 <<
- Recorded overall top Brighton sales for boutique

Tip:  
When applicable, add results from achievements.

### SKILLS:

Salesmanship

Organization

Athletic

Customer Service

### CERTIFICATIONS:

Red Cross of North Texas: First Aid and CPR, 2020 (current)

Tip:  
Make sure your Résumé is one page long.

# REFERENCE PAGE

## Anita Good Job

1234 ABC Ave., Waxahachie, TX 75165  
(214) 888.1234; anitagoodjob@lionmail.sagu.edu

Tip:  
Use the same heading as you  
used on your Résumé

## REFERENCES

Tip:  
Ask your references for  
their permission to be listed.  
Provide them with a copy of  
your Résumé for review.

Mr./Mrs./Ms./Dr. First & Last Name  
Title  
Place of Work  
Phone Number (Work First)  
Appropriate Email

Dr. Ida Wright  
Professor of Education  
Southwestern Assemblies of God University  
(888) 977-7248  
iwright@sagu.edu

Mr. Tommy Ball  
Store Manager  
Bealls Department Store, Waxahachie, TX  
(111) 222-3333  
mrtommyb@bealls.com

Reverend Bill Scout  
Youth Pastor  
First Assembly of God, Beyond, TX  
(444) 555-7777  
ypbillscout@yahoo.com

Tip:  
Limit your references to 3-5

Susan Pretty  
Friend  
(222) 888-0000  
susanpretty@gmail.com

Tip:  
Your Résumé & Reference pages are two  
separate documents.

# COVER LETTER

## Anita Good Job

1234 ABC Ave., Waxahachie, TX 75165  
(214) 888.1234; anitagoodjob@lionmail.sagu.edu

Date

Name and title of contact

Company Name

Address

City, State, Zip

Tip:  
If you do not know the  
person's name address it to:  
Dear Reader:

Dear Mr./Ms. Last Name,



First paragraph: State the reason for writing the letter, specify the position or type of work for which you are applying, and indicate from which resource (Career Development, friend, news media, etc.) you learned of the opening or received his/her/their name.

Second paragraph: State why you are interested in the position, the company, its products or services, and above all, indicate what you can do for the employer. If you are completing a degree or are a recent graduate, explain how your academic background qualifies you for the position. If you have had some practical work experience, point out specific achievements or unique qualifications. Highlight your strengths and achievements and state how they suit you for the position. Provide details and explanations that are not found on your resume'. Indicate what you can do for the organization. Do not inquire about what the organization can do for you.

Third paragraph: Refer the reader to the enclosed resume' or employment application that summarizes your qualifications, training, experiences, and the like. Assure the employer that you are the person for the job.

Final paragraph: Initiate the next follow-up whenever possible. (i.e., "I will call you...", "I will be in your city on a certain date and would like to meet..."). Indicate your flexibility, repeat a phone number and offer any assistance necessary to help obtain a speedy response.

Sincerely yours,



Tip:  
Sign here in black ink.

Anita Good Job

Enclosure