

## TABLE OF CONTENTS

<b>Guidelines for Résumé Writing.....</b>	<b>2</b>
<b>Major Sections of a Résumé.....</b>	<b>3-4</b>
<b>Résumé Formats.....</b>	<b>4-5</b>
<b>Sample Chronological Résumé.....</b>	<b>6-7</b>
<b>Sample Functional Résumé.....</b>	<b>8-9</b>
<b>Sample E-Résumé.....</b>	<b>10-11</b>
<b>Résumé Writing Tips.....</b>	<b>12-13</b>
<b>Résumé Worksheet.....</b>	<b>14-18</b>
<b>Résumé Checklist .....</b>	<b>19</b>
<b>Next Steps-Prepare a Draft of Your Résumé.....</b>	<b>20</b>

## GUIDELINES FOR RÉSUMÉ WRITING

**The purpose of a résumé is to get you an interview.** The résumé should include only information that is relevant to a potential employer. Employers often seek employees who can “think outside the box.” Remember, employers receive dozens to hundreds of résumés for the same job opening and often screen out the job seekers who may not demonstrate a match for the criteria laid out in the job posting.

The résumé acts as a **marketing tool** in your job search, communicates your skills and qualifications to an employer, and provides the framework for discussion during the interview. Therefore, you must include any information that will increase your value to a potential employer. Your résumé must be original, stand out from the rest of the competition, show your unique talents, and make you known for your skills. This is known as your **personal brand**.

The résumé will **catalog your knowledge, skills, abilities and** accomplishments that are relevant to the needs of the employer.

**You do not need to be a skilled writer, a business major or an honors student to do a great job. You need to think logically as you follow these guidelines for effective résumé writing and remember the following:**

- You must be authentic.
- It is your job to market your skills and create your personal brand so an employer can readily see how your talents stand out from the applicant pool.
- A résumé should be designed to help create the future you want, not just report your past.
- Present your information in order of relevance to the employer and the position for which you are applying.

***You must be able to answer the following questions:***

- What knowledge, skills and abilities are critical to perform in the position you are seeking?
- What kind of person or personality would thrive in this situation?
- What skills would be critical for you to succeed in the position?

***Consider what you have to offer the employer:***

- **Analyze** your background to see if you have the knowledge, skills, abilities, and personality traits that the position requires.
- **Be accurate in reporting your skills, but report all of them and avoid leaving out relevant information.**
- **Consider** your summer employment, part-time work (paid or unpaid), temporary jobs, internships (paid or unpaid), volunteer work, student activities, community service, sports, travel, military experience and everything you ever did in class. You should be as specific as you can about your knowledge, skills and abilities in each area.

College students sometimes forget some of the skills gained in college. Therefore, think about the skills you bring to the position, and list them in your notebook or journal. The following will give you some ideas of skills you may have gained as a result of your college experience.

- Work on your own, with limited supervisory input.
- The ability to meet deadlines. The ability to read and summarize written material.
- Able to persuade others, orally and in writing.
- Troubleshoot and resolve incomplete data sets, and to make decisions with incomplete or ambiguous data.
- Experience working effectively on project teams.
- Conduct original research using multiple resources (library, Web, telephone Interviews).

# MAJOR SECTIONS OF A RÉSUMÉ

## (1) Identification

In bold print at the top of the page list your full name, complete address (no abbreviations), telephone number (include area code) and email address.

## (2) Career Objective and Career Summary (Optional)

A **Career Objective** is a sentence that mentions the specific job you are seeking. Career objectives can have the exact title of the job that you are applying for, and also have the name of the company to which you are applying.

**Example:** To obtain a position as an Administrative Assistant with National News Corporation

**Career Summary:** A Career Summary is three-to-five sentences of information, which demonstrate skills from your background. These skills should be relevant to the job for which you are applying. Refer to the advertisement or the job posting to help you decide the most relevant information to include in your résumé.

**Example:** Over five years of successful administrative support experience. Excellent oral and written communication skills. Bilingual and able to work well with diverse populations.

## (3) Work Experience or Work History

This part of the résumé contains employer and job functions information that can be written in different formats. You will need full names of employers and locations, dates of employment, job titles and duties for each position held in the past 7-10 years or more. Samples of two of the most popular formats, *chronological and functional*, are included in this packet.

## (4) Accomplishments or Highlights of Qualifications

This part of the résumé can help you make a great impression on the reader if you take the time to put it together. You may have had a chance to list one or two things you have done in past jobs that you are proud of. If these accomplishments relate to the job for which you are applying, put them on your résumé.

**Examples:** *Received a Perfect Attendance Award for one year of excellent attendance from my previous employer, Friendly Ice Cream Corporation.*

*Awarded a "Team Player" Certificate for helpful participation in an Employee Recognition Project at The Open Door counseling center.*

*Recognized for Quality Customer Service; received complimentary letters from satisfied customers at SPCA Annapolis.*

## (5) Education and Training

This includes your education, employer training, and any certificates/licenses you have earned. **Include the dates you finished school or training if this education or training was completed between 1990 and the present time.** If you finished education or training before 1990, still include it on your résumé but omit dates.

Write the school name, city and state, and degree or certificate you earned. If you are a recent student who had a high Grade Point Average, include the GPA on the résumé.

Enter the highest education - high school or college - that you completed. It is not necessary to list high school if you have even some college coursework completed. It is also not necessary to list an Associate Degree if you have completed a Bachelor's Degree. However, if the lower degree is in the field of the job you are trying to get then list it.

## (6) Memberships and Community Service

The last part of a résumé can have any memberships and/or community service activities. Include these groups if you gained experience you can relate to your job or your field.

Use the following format:

- |   |              |
|---|--------------|
| ▪ Annapolis Trade Association, Member                                   | 1999-Present |
| ▪ Community Literacy Program, Community Center of Annapolis, Volunteer  | 1998-2000    |
| ▪ Town Park and Recreation Department of Annapolis, Little League Coach | 1999         |

## RÉSUMÉ FORMATS

There are three major types of résumé formats: **Chronological, Functional and Electronic.**

1. **Chronological.** This format emphasizes your work experience in a reverse chronological sequence. It is most suitable for persons with substantial work experience. If you are seeking a position related to work you have done previously, the Chronological format may be preferred.
2. **Functional.** If you are entering a field for which you have no previous experience or you have been out of the workplace for a while, a functional design may be more effective in demonstrating your abilities. This format focuses on skills, experience and accomplishments rather than a listing of your work history/duties.
3. **Electronic/Scannable.** Optical character recognition technology has made major advances in recent years, and most companies that scan résumés do not ask for a special version. However, if you know you are writing a résumé to be scanned, or if you wish to translate a regular résumé into a scannable version, please read pages 5-6 for more tips. Many employers also use social media to network, post jobs, pre-screen and recruit candidates. Getting your résumé into a scannable format is good preparation to post content when using social media.

Adapted from AACC Job Connection at [www.collegecentral.com/aacc](http://www.collegecentral.com/aacc)

- **E-Résumés: Your E-Ticket Ride**

If you don't already have an e-résumé set up or on file somewhere, you should take some time soon (like when you're finished reading this section) to create one. First, you'll be able to utilize more services at AACC's Job Connection on the College Central Network (posting, updating and forwarding résumés). Second, you'll be able to respond more quickly to employers who may request you to send your résumé by email. Third, you will have a document that is easy to scan (a great attribute for a number of online and digital services).

- **E-Résumés: Scannable Résumés**

**Computer Alert!** Your résumé may be scanned before it gets into human hands. Here is some help.

- Many large employers use scanners to "read" your résumé before it is read by human resources or by hiring managers. These scanners look for keywords on résumés and match them to job requirements. These key words are typically job titles, degrees, majors, skills and industry specific tasks and knowledge. For example, if you are looking for a marketing job, key words might include sales, marketing, market research, advertising, BS degree in Marketing, knowledge of SPSS, SAS programming.
- You have nothing to fear from scanners if you have very specific skills and have a very focused job objective. Just make sure that you use key words when you describe your skills and accomplishments.
- If you are looking for a job with a specific company, you can use their job postings and recruitment literature to help you identify the key words that describe the job requirements for the position you want. Your career services office may have this information on file. For instance, if the job requires knowledge of specific spreadsheet programs like Lotus or Excel, list the names of the programs you know, rather than merely stating that you know spreadsheet software.
- While human readers look for action verbs that highlight your accomplishments, scanners look for specifics. If your goal is to get a job in a large company, make sure your résumé has both. Above all, be honest. If you claim that you have a specific skill, an interviewer is likely to ask you about it.

- **E-Résumés: Special Skills**

Since an e-résumé is read on a monitor and there are still limitations to how email systems handle type, its format has to be a little different than that of a traditional résumé. Some simple guidelines to follow:

- Use 12 pt. type
  - Keep all text justified to the left
  - Upper Case your name and category headings
  - Use important Key Words in the body to help in searches
  - Don't use bold, italicized or underlined type
  - Stick with Times or a sans serif font (i.e. Helvetica, Geneva)
  - No bullet marks or symbols (a dash or asterisk is ok)
  - Avoid tabs, indents, columns, boxes and frames
  - Send a test to yourself before emailing to employers
  - Send a hard copy to follow up
- List skills that will be important in doing the job and/or succeeding in the company. They can also be skills related to the industry you want to be in. For instance, if you want to work in the auto industry, and know how to fix cars, put auto mechanics down on your résumé. It shows that you are interested in the products and the industry.
  - If you know computer software programs, computer languages or foreign languages, employers will expect you to state the name of the program or the language on the résumé. If you have any professional certifications, list them here.
  - Remember that you may be asked to demonstrate language proficiency or other skills when you meet with an employer. If you have an extremely limited understanding of something like a computer language, don't write it down as a skill.
  - Many job seekers prefer to cut and paste or copy and paste their résumé from their word processing program to the Web. While this is a popular option, please be aware that your résumé will not paste onto Web sites in the same format as your original document.

### Action Verbs

acted	enlisted	originated
activated	envisioned	persuaded
adapted	erected	pioneered
analyzed	established	planned
assigned	evaluated	prepared
built	fixed	prioritized
chaired	forecasted	produced
clarified	founded	programmed
commanded	generated	projected
compared	identified	promoted
compiled	improved	publicized
conceived	initiated	recommended
consolidated	inspected	recruited
constructed	instituted	repaired
counseled	introduced	researched
created	invented	resolved
customized	investigated	restored
designed	jumpstarted	reviewed
developed	kicked off	revitalized
devised	launched	scheduled
diagnosed	managed	solved
directed	mobilized	started
drafted	moderated	strengthened
drove	monitored	surveyed
enabled	motivated	triggered
energized	opened	upgraded
engineered	organized	wrote

**SAMPLE  
CHRONOLOGICAL RÉSUMÉ  
(NEXT PAGE)**

**ANNIE ARUNDEL**

101 College Parkway, Baltimore, MD 21202

Primary Phone: 410-777-2512 E-mail : aarundel@yahoo.com

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**OBJECTIVE:**

To obtain part time position as a line cook in a restaurant while pursuing college degree.

**EDUCATION:**

**Anne Arundel Community College, Arnold, MD**

AAS, Hotel/Restaurant Management – Fall 2013

**Relevant Coursework:** Introduction to Hospitality Industry, Food Science and Nutritional Cooking, Purchasing and Cost Controls and Certification in Sanitation, Introduction to Baking and Pastry and Hospitality Sales and Marketing.

**WORK EXPERIENCE:*****Laborer/ Job Assignments***

2006-2014

Queens Staffing Agency, Fredericksburg, VA

Performed duties and tasks for temporary positions requested by client companies at various sites. Assignments involved warehousing, shipping and receiving tasks, night stocking, remodeling and forklift operations.

***Forklift Oder Filler/Shipping Receiving Clerk***

2005-2006

Maryland-Tile, Alexandria, VA

- Performed inventory and quality control checks. Used forklift to pick merchandise for customer pickup. Worked in shipping and receiving to maintain customer service and getting customer products shipped to them in a safe and timely manner.
- Received merchandise from the main warehouse, found locations for them and update the inventory. Perform safety measures by following rules and company guidelines. Labeled and palletized items for next day shipment. Use logistical computer software to keep track of items ship and received throughout the region.
- Entered data on merchandise location, weight and shipment load. Printed out invoices for company filing system to keep track on how much is spent and how long a product will take to arrive. Loaded and unloaded company trucks on shipping and receiving days.

***Armed Security Officer***

2004-2005

Maryland International Security, Ft. Belvoir, VA

- Provided Access Control and Security to the Fort Belvoir Installation and its community. Operated all access control points on to Fort Belvoir ensuring strict compliance with Force Protection/ Access Control standards.

***Automated Logistical Supply Specialist***

1999-2004

United States Army, Arnold, MD

- Maintained and distributed the Army's large inventory of food, medicines, ammunition, spare parts and other supplies. Supervised/performed tasks involving the general upkeep and maintenance of all Army supplies and equipment (receiving, inspecting, inventory, and loading).
- Operated unit level computers. Prepared all unit/organizational supply documents. Maintained automated supply system for accounting of organizational and installation supplies and equipment. Issued and received small arms and crew served weapons. Secured and controlled weapons and ammunition in security areas.
- Scheduled and performed preventive and organizational maintenance on weapons. Performed inventory and financial management procedures, including ordering, receiving and storing supplies and locating and cataloging stock.
- Performed/supervised inventory management, storage and preservation, quality control, property management and repair parts management. Segregated and accounted for medical supplies and equipment. Selected the correct stock for issue Loaded/unloaded and moved stock.

***SAMPLE  
FUNCTIONAL/COMBINATION RÉSUMÉ  
(NEXT PAGE)***



**SUMMARY**

**Goal:** An internship position within the engineering department of an organization so I can gain practical experience and apply knowledge and skills gained from college coursework.

**Technical Skills:** AutoCAD, MATLAB/Simulink, Engineering Equation Solver (EES); Microsoft Office, BASIC Programming; Machining (Mill, Lathe, Basic hand tools, sheet metal fabrication).

**EDUCATION**

Anne Arundel Community College, Arnold, MD

**AS.EGR.EGR Engineering Transfer Degree** – Spring 2014

GPA: 3.81/4.0 Deans List

**Relevant Coursework:**

*Introduction to Engineering Design, Statics, Dynamics, Mechanics of Material, Calculus and Analytic Geometry, Differential Equations, General Physics, and General Chemistry.*

**SUMMARY OF KNOWLEDGE AND SKILLS**

- Create an engineering drawing using a computer aided drafting program. Able to write and execute a computer program in Matlab to solve an engineering problem. Research, document and present results of a technical project.
- Perform calculations on objects that are in equilibrium and are subject to both forces and applied torques. Able to express motion of a rigid body through linear/angular position, linear/angular velocity, and linear/angular acceleration in vector form as well as in several different two and three dimensional coordinate systems.
- Understand the relation between stress and strain for a wider variety of conditions and materials. Able to find the required dimensions of a material to carry a desired load subject to stated specifications of stress and deflection.
- Able to solve numeric problems using differential and multiple-integral calculus. Also able to solve problems such as mass-spring damper systems, RL circuits, and Growth/Decay situations using first and higher order differential equations.
- Understand the concepts of thermodynamics and able to utilize this knowledge in the application of heat transfer in heat engines, heat pumps and refrigerators. Read and interpret blueprints and project plans. Knowledge of construction processes and multiple stages of building construction.
- Troubleshoot and solve complex problems. Strong work ethic gained through daily, strenuous manual labor.
- Team leader with ability to engage and create strong teams to meet objectives.

**WORK HISTORY**

*Manager/Co-Owner*, Arundel Landscape, Inc., Pasadena, MD

2011-Present

Increase client base by 25% to a current client base of 50 and secured customer satisfaction through high quality performance, honesty, reliability, and professionalism. Gained experience in business accounting and bookkeeping. Successfully led a push for business advertisement via business cards, door hangers and online advertisement.

*Electrician*, Arundel Electrical Service, Arnold, MD

Summer 2010

Under direction of Master Electrician analyzed blueprints and project schematics, installed low-voltage wiring in commercial buildings.

*Carpenter*, ABB Construction, Annapolis, MD

Summer 2009

Acquired experience in residential construction. Obtained hands-on experience in laying foundations, framing, and drywall through multiple residential projects.

**ACTIVITIES**

- Member of Phi Theta Kappa, Member of AACC Honors • Member of AACC Engineering Scholars Program
- Serve as active group leader for local outreach and band member with MKK Ministries

**INTERNATIONAL EXPERIENCE**

*Volunteer Group Leader*, Anne Arundel Ministries to the country of Peru

2010

- Successfully led a team in the restoration of a remote school in the jungles outside the city of Lima.

**SAMPLE**

***E-Résumé***

**(NEXT PAGE)**

***Adapted from AACC Job Connection at [www.collegecentral.com/aacc](http://www.collegecentral.com/aacc)***

## WALTER CRANE

80 Vandenburg Ave.,  
Troy, NY 12180  
Phone: 518 283-7326  
EMail: crane@hvcc.edu

### OBJECTIVE

To develop advanced systems, test equipment, and solve problems in a challenging position as an Electrical Engineer.

### EDUCATION

BS Electrical Engineering - May 2013  
Hudson Valley College, Troy, NY  
GPA 3.69 HONORS President's list

### AREAS OF KNOWLEDGE

-- Motor Control - AC/DC Circuits - Troubleshooting - Transformers - Programmable Logic Controllers  
-- Industrial, Commercial, Residential Wiring - National Electric Code - Single and three phase motors

### RELATED EXPERIENCE 2008 - Present

Electrician. Apple Electric, Macintosh, NY

-- Summers and part-time while attending college gained valuable experience as an electrician wiring residential homes.  
-- Skilled in the installation of lighting and receptacle circuits, underground and overhead services, and alarm systems.  
-- Ability to read blueprints and perform installations as per the National Electric Code.  
-- Developed excellent customer relations skills in a repeat business industry.

### GENERAL EXPERIENCE 2007 - Present

Package Sorter. United Parcel Service, Latham, New York

-- Work 20 hours per week while attending college, sorted mailed packages with speed and efficiency in a fast paced, team oriented environment.

### LEADERSHIP 2011

Executive Officer. Electrical Construction & Maintenance Club

-- Organized a Career Day bringing five speakers to the college informing our class of career opportunities

HONORS - Phi Theta Kappa National Honor Society

### COMMUNITY SERVICE Fall 2013

Volunteer - Bowl for Kid's Sake. Big Brothers of Albany, NY

### ACTIVITIES

Student Senator. Hudson Valley College. 2012

### ADDITIONAL KEY-WORDS

Power supplies, PLC, electronics, rectifiers, digital electronics

# RÉSUMÉ WRITING TIPS TO STAND OUT FROM THE COMPETITION

By Gavin Redelman [www.redstarresume.com](http://www.redstarresume.com)

Adapted from AACC Job Connection at [www.collegecentral.com/aacc](http://www.collegecentral.com/aacc)

***“When you sit down to write your résumé, remember one thing. Your résumé is a marketing document. This document is all you have to prove to the hiring manager that you are the right person for the job. To create the right first impression, employ the following tips.”***

If you are a current job seeker, no doubt you have one more thing to stress about– writing the perfect résumé. The résumé is often regarded as one of the most difficult documents to develop. An effectively written résumé will get the reader’s attention within the first 20 seconds. However, with such demand for jobs, 20 seconds is often too long to make an impact. You need to ensure that your résumé makes an immediate and positive first impression.

It is an undisputed fact that if a hiring manager has two résumés sitting on the table, they are instinctively going to be drawn to the résumé that is professionally presented and formatted in the correct way. No matter what the résumé has to say, the first impression is already made. If both candidates share similar skills, education and experience, just take a guess at which résumé the hiring manager is going to choose.

*When you sit down to write your résumé, remember one thing. Your résumé is a marketing document. This document is all you have to prove to the hiring manager that you are the right person for the job. Present a professional picture and make sure that you stand out above your competition.*

## Ten tips for writing the perfect résumé

### 1. Create a qualifications profile

A great way to begin the résumé is by creating a two-three sentence qualifications profile. Rather than an objective statement (telling the reader what type of job you want), focus on creating a powerful profile that highlights your value-added skills and qualifications. A hiring manager is interested in the skills and qualifications you are able to bring to this particular role, as opposed to being told about the type of job you want.

### 2. Include keywords

With the demand for jobs so competitive, hiring managers and recruiters can often receive upwards of 500 – 1,000 résumés for one particular position. As such, many firms now use software programs as a way of performing “first round interviews.” Using selected keywords will ensure that your résumé passes the first stage of selection and will not be deleted before a hiring manager has even had a chance to read your application. The best way to find these keywords is by simply reading the job positions. See what the company is looking for and make sure your résumé is full of these keywords!

### 3. Provide specific quantitative examples

Hiring managers hate to read clichéd résumés. It’s boring and adds no value to your résumé. Use quantitative examples as much as possible to highlight your experience and the value-added skills that you can bring to the job.

### 4. Target the position

As a job seeker, everything you include in your résumé needs to reinforce the message to the reader that you are the right candidate for the position. Don’t waste time on information that doesn’t reflect your suitability for this particular position. Being a good skier and having an interest in tennis will probably not be relevant to the job that you are applying for. Focus your résumé on the value-added skills and experience that you have to offer. If the job requires management experience then provide these specific examples. Your résumé is your marketing document so ensure that your document is marketed correctly.

### 5. Highlight achievements/accomplishments

Does your résumé show off all the wonderful skills and talents that you have to offer? If you were the hiring manager would you want to employ yourself? If the answer is no, it’s time to have a serious think about rewriting your résumé. If you wouldn’t hire yourself, then why would a hiring manager hire you? Turn your résumé from a boring résumé into an achievement-based résumé focusing on highlighting achievement-based examples. From a hiring manager’s perspective, would you rather read “strong communication skills” or read this statement backed up by an example: “Strong communication skills capable of projecting a strong, credible, articulate, and engaging personal presence with experience in producing and creating PowerPoint presentations”?

## 6. Make it error-free

When you open your résumé do you see the red or green lines underneath words or sentences? This is such a major turnoff to a hiring manager and will create an immediate unprofessional first impression. The easiest way to avoid this from occurring is to convert your Word document into a PDF. Not only will it enhance your professionalism, it will also ensure that those ugly looking lines don't occur!

## 7. Use a clean font

Make the reader's life as easy as possible by using an easy to read and professional looking font. A weird looking font not only looks ugly, it will also detract from the professionalism of your document.

## 8. Be concise and succinct

Use bullet points to emphasize your skills and experience. Long drawn out sentences are boring to read, and when a hiring manager is staring at a table full of résumés, they do not want to read long winded sentences. Ensure that you are able to catch the reader's attention immediately and portray the professional image that is required.

## 9. Include power words

A great way to make your résumé stand out is to include action words throughout. A clichéd resume is boring to read and can lead to the reader losing interest in your application. Strong action words will further highlight your skills and expertise.

## 10. Demonstrate flexibility, adaptability, and innovation

In my experience, employers want to hire individuals who can demonstrate flexibility, adaptability, and innovation, as well as a passion for wanting to gain further knowledge and experience. Remember that an employer wants to know that you are going to bring value to the organization. Your job duties will change constantly and you need to be able to demonstrate that you are a forward-thinking self-starter with vision and a desire to implement innovative solutions to any problem that may arise.

## Final thoughts...

*Job seeking is a cut throat business. In order to succeed, your résumé needs to be 100% right, and it needs to be presented and formatted professionally and correctly. When you apply for a particular job, you only have one chance to succeed. Make sure that you give yourself every opportunity to get that new job!*

Welcome to OptimalResume, a career management platform brought to you by OptimalResume.com in partnership with your AACC Employment Services Center. **AVAILABLE TO AACC STUDENTS ONLY. STUDENTS MUST HAVE A "MyAACC E-MAIL" ACCOUNT TO ACCESS THIS OPTIMALRESUME SITE.**

Having an updated résumé on hand will help you in:

- Applying for a job or internship
- Preparing for an interview
- Applying for scholarships
- Applying to four-year colleges
- Starting your own business
- Requesting a letter of recommendation
- Creating your personal brand

Visit AACC's OptimalResume résumé builder where you can easily build your electronic résumé at <https://aacc.optimalresume.com>.

# RÉSUMÉ WORKSHEET

## I. Personal Information

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_

## II. Education (start with most recent)

**College or University:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

Training/Certification/Licenses: \_\_\_\_\_

Graduation date: \_\_\_\_\_

Relevant courses: \_\_\_\_\_

Relevant projects: \_\_\_\_\_

**High School/Trade School** (you may need this section if you completed any specialized training that may be relevant to your job target or you never attended college):

Location (City and State): \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

Training/Certification/Licenses: \_\_\_\_\_

Graduation date: \_\_\_\_\_

Relevant courses: \_\_\_\_\_

Relevant projects: \_\_\_\_\_

**III. Experience - START WITH YOUR MOST CURRENT EXPERIENCE. Repeat this section for each experience in your background. Consider **ALL** experience (paid, unpaid, part time, full time). YOU TYPICALLY NEED 7-10 YEARS OF EXPERIENCE SO YOU MAY NEED TO USE ADDITIONAL PAPER FOR THIS SECTION.**

Position title: \_\_\_\_\_

Organization name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates employed (month and year only) From: \_\_\_\_\_ to: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

**Major skills** you found important and used to perform in this position: \_\_\_\_\_

\_\_\_\_\_

**Any specific accomplishments, results or contributions you made to this job:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Write a **summary of the position** (think about the duties, quality skills, any accomplishments and results that you had for this position): \_\_\_\_\_

\_\_\_\_\_

**III. Experience (continued)-Consider **ALL** experience-paid, unpaid, part time, full time.**

Position title: \_\_\_\_\_

Organization name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates employed (month and year only) From: \_\_\_\_\_ to: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

**Major skills** you found important and used to perform in this position: \_\_\_\_\_

\_\_\_\_\_

**Any specific accomplishments, results or contributions you made to this job:** \_\_\_\_\_

\_\_\_\_\_

Write a **summary of the position** (think about the duties, quality skills, any accomplishments and results for this position): \_\_\_\_\_

**III. Experience (continued)-Consider ALL experience-paid, unpaid, part time, full time.**

Position title: \_\_\_\_\_

Organization name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates employed (month and year only) From: \_\_\_\_\_ to: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

**Major skills** you found important and used to perform in this position: \_\_\_\_\_

**Any specific accomplishments, results or contributions you made to this job:** \_\_\_\_\_

Write a **summary of the position** (think about the duties, quality skills, any accomplishments and results for this position): \_\_\_\_\_

**III. Experience (continued)-Consider ALL experience-paid, unpaid, part time, full time..**

Position title: \_\_\_\_\_

Organization name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates employed (month and year only) From: \_\_\_\_\_ to: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

**Major skills** you found important and used to perform in this position: \_\_\_\_\_

**Any specific accomplishments, results or contributions you made to this job:** \_\_\_\_\_



Write a **summary of the position** (think about the duties, quality skills, any accomplishments and results for this position): \_\_\_\_\_

\_\_\_\_\_

**III. Other Experience (includes volunteer, community service, military or internship).** YOU MAY NEED TO USE ADDITIONAL PAPER FOR THIS SECTION.

Position title: \_\_\_\_\_

Organization name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates employed (month and year only) From: \_\_\_\_\_ to: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

**Major skills** you found important and used to perform in this position: \_\_\_\_\_

\_\_\_\_\_

**Any specific accomplishments, results or contributions you made to this job:** \_\_\_\_\_

\_\_\_\_\_

Write a **summary of the position** (think about the duties, quality skills, any accomplishments and results for this position): \_\_\_\_\_

\_\_\_\_\_

**IV. Special Skills**

Write here any special talents, skills, training, languages, computer skills, office machines, special licenses:

\_\_\_\_\_

**V. Activities**

1. Memberships in any associations, clubs or community groups. Include name of the association, positions held and the dates. Add any significant activities that you completed and the outcome/result of your participation:

\_\_\_\_\_

2. Awards and honors (academic, athletic, social, civic. Any scholarship not based on financial need):

\_\_\_\_\_

## VI. Personal References

**List references on a separate page, not on your résumé.** Avoid using family and relatives. Generally, three or four professional or academic references and one personal reference will be sufficient. *Be sure to get permission from any reference before using their name!* Send each person a thank you note for volunteering to help you and keep them informed on your job search progress.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_

## RÉSUMÉ CHECKLIST

When your résumé arrives at a company, it receives a quick glance from one of a team of Human Resources associates or administrative staff for about 15 seconds. Use the following checklist to see if your résumé can pass the 15-second scan.

	Yes	No	Needs More Work
Is your résumé's overall appearance neat and appealing to the eye (not too much white spaces, appropriate font size, appropriate spacing)?			
Is the content relevant to the needs of the employer/position?			
Do your summary of qualifications, achievements and education sections support the objectives?			
Is it a true promotional tool, <b>with your own personal brand</b> and more than just a listing of your work history?			
Is the length and depth of your experience clear and relevant to your job target?			
Are the sections placed in the best order to promote your strongest skills that relate to the job target?			
Is the kind of job you seek clear and does it relate to the job that is posted?			
Are the relevant industry acronyms and keywords demonstrated and validated in the document?			
Is your writing style clear and concise?			
Did you target your résumé to a specific job and not try to make it a one-size-fits-all document?			
Is your work history listed in reverse chronological order (most recent job first)?			
If you were in the military, did you clearly communicate your military experience in civilian terms?			
Is there any irrelevant information?			
Could your résumé be shortened without deleting facts that relate to the job target??			
Do you have your most recent accomplishments listed?			
If you have "chronological listings", are periods of time accounted for?			
Does your résumé stress the results/outcomes of your past work?			
Are your achievements described with action words?			
Are there any typos, spelling, grammar or syntax errors, misspelled words or abbreviations?			

## NEXT STEPS

### **ONCE YOU HAVE COMPLETED THE WORKSHEET, PLEASE PREPARE A DRAFT OF YOUR RÉSUMÉ**

Your AACC Employment Services Specialist will help you develop and finalize your résumé to a professional standard. Before meeting with the Employment Services Specialist please complete the following activities:

- Complete the enclosed Résumé Worksheet on pages 14-18 (**mandatory if you have never completed a résumé**). Look up any missing information you may need as you complete the worksheet.
- **Did your résumé meet the 15-second test on the enclosed checklist (page 19)?** If no, please try to attend a résumé workshop offered by Employment Services at the Career and Transfer Resource Center at Anne Arundel Community College.
- Current AACC students may visit <https://aacc.optimalresume.com> to create an account, develop a résumé, and submit a draft to the staff at Employment Services for review.
- Other students/alumni may want to prepare a draft of your résumé in Microsoft Word using the information from the Résumé Worksheet. **Do not use a résumé wizard or template.**
- Do you know the specific position that you want to target for your job search? Have you attended a workshop offered by Employment Services at the Career and Transfer Resource Center at Anne Arundel Community College? If your answer to both questions is yes, please prepare a draft of your résumé and call 410-777-2770 to make an appointment with the Employment Services Specialist to have your résumé reviewed.
- If you are not sure of the field and/or specific position you want, please contact the Employment Services Department immediately at 410-777-2770 for help with your job search.
- **Start off your job search by updating your résumé! Use your résumé to keep track of the activities you are involved in and skills you learn throughout the academic year. Remember to update your résumé worksheet frequently. Each update should include your experiences and accomplishments. Record them while they are fresh in your mind. This will make it easier for you to update data.**