



HOW TO WRITE A WINNING RESUME

In this session, you will learn:

- What information to include on your resume
- How to organize your information
- How to choose the most appropriate categories
- How to format your resume

Gathering/Grouping Information

The five major sections of a resume:

- Personal Information
- Objective
- Education
- Work Experience
- References

Other Possible Sections

- Related skills
- Computer skills
- Volunteer work
- Honors and Awards
- Publications/presentations
- Affiliations

Personal Information

- Name
- Address
- Phone number(s)
- Email address



Personal Information

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Objective

- Indicates specific position for which you are applying
- Simple, clear, and concise
- Does not need to be a complete sentence (usually a short, one-line phrase)
- Take advantage of information from the job advertisement (use key words in your objective)
- Don't be wordy and don't add unnecessary information
Translation: Don't blather on
- Don't get too "ME" centered

Objective

- Remember, this is a major heading

Objective: To obtain an entry level position in Home Health Care

Objective: To obtain a position as an Information Technology Specialist

Objective: To obtain an advanced level position in Marketing and Finance

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Objective: To obtain an entry level position as an Electrical Engineer.

Education

- **WHAT**
- **WHERE**
- **WHEN**

Education

- High School Diploma
- Associates Degree
- Advanced Associates Degree
- Bachelors Degree
- Masters Degree
- Doctoral Degree

Education

- CERTIFICATION

- Certified Training
- Vocational Training
- Teaching Certification
- Other Certificates indicating educational training

Remember to stick to the
What/Where/When format

Education

- OTHER ITEMS TO INCLUDE

- Academic Majors and Minors
- ?? Grade Point Averages ??
- Relevant Coursework
 - Only if it's related in some way to the job you're applying for
 - List it as a subheading under EDUCATION
 - Don't list everything and Don't list course numbers

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Objective:

To obtain an entry level position as an Electrical Engineer.

Education:

Associates Degree; Major in Electrical Engineering
Anytown Community College, Anytown, Michigan
May 2009

Related Coursework in Computers, Technical and Blueprint Reading, and
Advanced Circuitry

Work Experience

- This section is the single most important place to sell yourself to a potential employer
- With so many to read, employers often skim resumes, looking for:
 - Key job titles
 - Specific skills
 - Relevant qualifications

Always use key words/phrases that clearly and briefly articulate your experiences

Work Experience

- Stick to the What/Where/When format
- The skills you include on your resume should be connected to the skills required in the job you are seeking
-

Good skill-related verbs

Administered	Analyzed	Appraised
Assembled	Budgeted	Coached
Compiled	Conducted	Coordinated
Designed	Developed	Evaluated
Facilitated	Managed	Monitored
Negotiated	Planned	Repaired
Printed	Recorded	Recruited
Served	Supervised	Taught
Translated	Wrote	Reviewed

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Work Experience:

Electrical Apprentice, Anytown Electrical Agency, Anytown Michigan
September 200 to present.

*Delivered supplies tot the Associate Electricians on site

*Assisted Associate Electricians with in-house repairs

References

- Available on Request

Create a list of references on a separate page

Always ask first

Use professional information, not personal

List Name, title, organization, address, and contact info.

Other Possible Categories

- Research Experience
- Related Experience
- Accomplishments
- Related skills
- Volunteer Experience
- Honors and Awards
- Publications
- Conference Presentations
- Workshops

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REFERENCES: Available upon request

Quick Tips for a Better Resume

- Make your name stand out
- Let your objective reflect the job you're applying for
- Use headings and subheadings for organization
- Use What/Where/When format
- Put Education and Work Experience in reverse chronological order
- Use bullets to make your experiences stand out
- Proofread, proofread, proofread, proofread

To Download the Resume Chapter

- <http://www.umflint.edu/english/>
- http://www.umflint.edu/english/facstaff_profiles/barnett.htm
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