



The Resume

The Winning Resume

- Is 100% honest.
- Presents your most important data first.
- Emphasizes your assets and avoids information which might eliminate you from consideration.
- Utilizes white space for a format that is consistent and visually attractive.
- Is brief, concise, and easy to read.
- Avoids the use of personal pronouns.
- Is free of grammatical and spelling errors.
- Is limited to a maximum of two pages.

Format/Layout

- Your resume should be brief, well organized, and neatly printed on 8 1/2" X 11" white or off white resume paper.
 - There are two basic resume formats: the chronological and the combination.
 - The resume format you choose should highlight your strengths and de-emphasize your weaker areas.
- Chronological:
- Is the most common format.
 - Is especially good for a person with a strong history of directly relevant work experiences.
- Combination:
- Organizes your most relevant experiences into skill areas.
 - Provides your employment history in a brief format.
 - Works very well for career changers, gaps in employment, or little or no work experience. (See samples on the back of this page for guidance on content and structure. Both formats usually include the following information.)

Personal Information

- The only required information is your name, address, telephone number(s), and email.
- No other personal information should be included on a resume. (Use a professional greeting on your answering machine, and a conservative email address for job search purposes.)

The Cover Letter

- Is your introduction to the prospective employer.
- Should be addressed to a specific person and always in business letter format.
- Should be clear, concise, professional yet natural, and always courteous.
- Allows you to expand upon any experiences and skills that do not appear on your resume.
- Identifies the kind of position that you are seeking, and why you would be an asset to that particular organization. (See the example on the back of this page for further guidance.)

Your resume and cover letter are often the first and only impression an employer will have of you prior to an interview, and the basis by which you will or will not be selected for an interview. Your resume and cover letter should therefore reflect your qualities and experience that are most relevant to the position for which you are applying.

Career Objective

- Stated either at the top of the resume or in the cover letter.
- Should be brief and concise.

Education

- Include degree, major, minor, concentration, institution, city, state, and date of graduation.
- You may also include scholarships, honors, awards, special training, relevant courses, internships, and extra-curricular activities, especially those that have added to your skills and experience.

Work Experience

- Describe your most recent job experience first.
- Include both paid and nonpaid experience.
- Include your job title, the company name, city, state, and dates of employment.
- Provide more detailed information about your experience that most relates to the work you are seeking.
- Use strong, descriptive action verbs to describe your responsibilities and accomplishments.

Activities and Interests

- Include memberships, offices held in clubs or organizations, community involvement, and anything else that is related to your career objective or reveals something unique about yourself.

Additional Information

- Include qualification on equipment, licenses, certificates, language ability, computer skills, travel, publications, awards, and other achievements relevant to the desired position.

References

- Do not list your references on the resume.
- List three to five employers and faculty members on a separate sheet of paper. (Be sure you have permission to use them as references.)
- List each reference's name, title, and professional address and telephone number.



Chronological

Combination

Mary Student
000 College Town Drive
Sacramento, CA 95819
(916) 555-5555 • school@study.com

Mary Student
000 College Park Avenue
Sacramento, CA 95612
916-555-5555 • school@study.com

OBJECTIVE

To obtain a Counseling Assistant position working with children in a psychiatric setting

EDUCATION

Bachelor of Arts, Psychology
California State University, Sacramento. December 2003

Related Course Work: Theories and Techniques in Counseling
Racial and Ethnic Relations

WORK RELATED EXPERIENCE

Human Service Intern 2004 - Present

- Newport Psychiatric Hospital, Santa Rosa, CA
- Trained in legal procedures regarding confidentiality and appropriate interactions with patients.
- Observed and documented client behaviors and interactions, both individually and in group settings.
- Utilized interpersonal communication and observation skills with adults and adolescents admitted for chemical dependency and depression.
- Selected to assist a nineteen-year-old female client with her reentrance into the community.

Gymnastics Coach 2002 - 2003

- Knoll's Gymnastics Center, San Francisco, CA
- Carefully assessed the needs of children, ages 3-16, based on physical and cognitive development.
- Designed and implemented an instructional program based on individual skill levels
- Worked collectively with children of diverse socioeconomic levels and ethnic backgrounds.
- Advised and consulted with parents on their child's ability level, developmental curriculum, and student/teacher expectations.
- Successfully coordinated class scheduling, coaching changes, and documentation of students' progress.

ADDITIONAL WORK EXPERIENCE

- Medical Records Technician** 2001
- Health Center, California State University, Sacramento, CA
- Provided and prepared medical charts for physicians.
- Acquired knowledge of legal and medical terminology.
- Developed professional and interpersonal communication skills through interactions with doctors and staff.

OBJECTIVE

A position as a Pharmaceutical Sales Representative

EDUCATION

Bachelor of Arts, Biological Sciences, Cum Laude
California State University, Sacramento, December 2004
GPA: 3.77

Relevant Courses: Pharmacology, Biochemistry, Organic Chemistry, Anatomy & Physiology, Immunology & Serology, Systemic Physiology

Computer Skills: Microsoft Word, Microsoft Excel, Microsoft Works

Awards: Sales Associate of the Year, 2001

Seminars: Attended series of four sales seminars, 2000

SKILLS AND QUALIFICATIONS

- Sales**
 - Consistently exceeded sales goals while developing new territories with wholesale food distributor.
 - Increased company production by more than 50% with the implementation of new sales strategies with mortgage lender.
 - Successfully promoted products by addressing customer needs.

Customer Relations

- Established trusting relationship with customer base to ensure customer satisfaction.
- Reconciled customer complaints using individualized problem solving techniques.
- Offered weekly seminars to real estate sales offices to increase customer product knowledge.

Communication

- Made oral presentations to individuals and groups of 15 to 20 people.
- Participated in education and training of new sales representatives.
- Edited client-oriented newsletter, Everybody's Law, with a circulation of 30,000.

WORK HISTORY

- Pathology Assistant**, Health Services, Inc., Sacramento, CA, 2002-2004
- Sales Associate**, Macy's, Sacramento, CA, 2000-2002
- Pediatric Assistant**, Volunteer, Sanford Hospital, Sacramento, CA, 2000

COMMUNITY INVOLVEMENT

Coach, Oak Ridge Swim Team

References

Cover Letter

Mary Student
000 College Town Drive
Sacramento, CA 95819
(916) 555-5555 • school@study.com

Mary Student
000 College Park Avenue
Sacramento, CA 95612
916-555-5555 • school@study.com

References

Joe Reference, Supervisor

ABC Company
123 Company Drive
Sacramento, CA 95819
916/555-1234
jreference@csus.edu

Joan Reference, Supervisor

ABC Company
123 Company Drive
Sacramento, CA 95819
916/555-1234
jreference@csus.edu

Jose Reference, Supervisor

ABC Company
123 Company Drive
Sacramento, CA 95819
916/555-1234
jreference@csus.edu

Always notify reference and ask what contact information they would prefer you use.

Date of Writing

Contact Name
Title of Contact
Name of Organization
Street Address
City, State ZIP Code

Dear Mr. or Ms. _____:

State the purpose for writing: the name of the position or field, or the general vocational area about which you are asking. Be specific. Explain your source of information, how you heard of the opening or organization.

Summarize your qualifications which are of greatest value to the employer. Cite relevant education and experience. Call the reader's attention to your particular skills, competencies, and interests as they relate to the duties and responsibilities of the position. State your interest in the particular organization, location, or type of work.

Request the next step in the employment process. Refer to the application or resume you have enclosed. Suggest a date and time for an interview at the convenience of the employer. Indicate that you will confirm by telephone. Be specific and be sure to honor your arrangements.

Sincerely,

(Your Signature in Black ink)

Your Typed Name
(Legal name, no abbreviations)

Enclosure: Resume

Career Center