

# **PSE 132**

# **RÉSUMÉ PREPARATION**

Primarily excerpted from:

JobWeb.com - Career Development and Job Search Help

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# WHAT IS A RÉSUMÉ?

**Résumé:** (1) a summing up; summary.  
(2) a brief account of personal, educational, and professional qualifications and experience, as of an applicant for a job. (Webster's Dictionary)

**RÉSUMÉS ARE WHAT PEOPLE USE TO GET JOBS,  
RIGHT?**

**WRONG!!!!!**

A résumé is a one page summary of your education, skills, accomplishments, and experience.

**Your résumé's purpose is to get your foot in the door!**

A résumé does its job successfully if it does not exclude you from consideration.

Successful résumés are: clear and concise  
easy to read  
professional

# PREPARING AN EFFECTIVE RÉSUMÉ

## RÉSUMÉ ESSENTIALS

Before you write your résumé, take time to do a self-assessment ON PAPER. Outline your skills and abilities as well as your work experience and extracurricular activities. This will make it easier to prepare a thorough résumé.

# PREPARING AN EFFECTIVE RÉSUMÉ

## RÉSUMÉ CONTENT

### Contact Information

Name

Address

Telephone Number

e-Mail Address (!)

Web Site Address (!)

### Objective

### Education

### Work Experience

### Other Information

### References

(Available upon Request)

# PREPARING AN EFFECTIVE RÉSUMÉ

## Contact Information

Name

Address

Telephone Number

e-Mail Address (!)

Web Site Address (!)

- All of your contact information should go at the top of your résumé
- Avoid nicknames
- Use a permanent address as well as a school address. Use your parents' address or a reliable relative's address
- Use a permanent telephone number as well as a school phone number. Include the area codes. If you have an answering machine use a neutral greeting (Don't embarrass yourself, OR kill your job prospects)
- Add your e-mail address(es). Choose an e-mail address that sounds professional
- Include your web site address (if you have one) only if the web page reflects your professional ambitions

# PREPARING AN EFFECTIVE RÉSUMÉ

## Objective

- An objective tells potential employers the sort of work you are hoping to do.
- Be specific about the job you want.
- Tailor your objective to each employer you target and every job that you seek.

To obtain a summer internship or co-op position that will increase my knowledge of the paper or allied industries.

To obtain a summer job and gain insightful experience in the paper industry.

An internship in public relations that would allow me to develop my skills, while contributing to organizational goals.

Seeking to experience processes in the pulp and paper industry which reinforce and enhance classroom training. Process engineering is of particular interest.

To obtain an entry-level position requiring strong analytical and organizational skills in the engineering department.

A position in software development.

# PREPARING AN EFFECTIVE RÉSUMÉ

## Education

- People without a lot of work experience may want to list their educational information first.
- Your most recent educational information is listed first.
- Include your degree (A.S., B.S., B.A., Diploma), major, institution attended, major/concentration.
- Add your grade point average (GPA) if it is a positive aspect.
- Mention academic honors.

# PREPARING AN EFFECTIVE RÉSUMÉ

## Work Experience

- Briefly give an overview of work that has taught you skills or that demonstrates your work ethic
- Use action words to describe your job duties
- Include your work experience in reverse chronological order - that is, put your last job first and work backward to your first, relevant job
  - Title of position
  - Name of organization
  - Location of work (town, state)
  - Dates of employment
  - Describe your work responsibilities with emphasis on specific skills and achievements

“Did this, resulting in this benefit to the company”

# PREPARING AN EFFECTIVE RÉSUMÉ

## Action Words

Achieved	Drafted	Originated
Acquired	Edited	Oversaw
Adapted	Eliminated	Performed
Addressed	Enforced	Planned
Administered	Established	Prevented
Analyzed	Evaluated	Produced
Anticipated	Expanded	Programmed
Assembled	Explained	Promoted
Assisted	Forecasted	Provided
Audited	Formed	Publicized
Budgeted	Founded	Published
Calculated	Generated	Recruited
Centralized	Guided	Reorganized
Changed	Hired	Reported
Collaborated	Implemented	Researched
Composed	Improved	Resolved
Condensed	Informed	Reviewed
Conducted	Insured	Selected
Constructed	Interpreted	Separated
Contracted	Interviewed	Set up
Converted	Launched	Simplified
Coordinated	Maintained	Solved
Created	Managed	Surveyed
Cultivated	Marketed	Staffed
Demonstrated	Minimized	Supervised
Designed	Motivated	Taught
Developed	Negotiated	Tested
Devised	Obtained	Trained
Discovered	Operated	Used
Doubled	Organized	

# PREPARING AN EFFECTIVE RÉSUMÉ

## Other Information

- A number of people can probably advise you on other information which might be appropriate to add to your résumé.
- Key or special skills or competencies
- Leadership experience in volunteer organizations
- Participation in sports
- Honors and Awards
- Professional Activities

# PREPARING AN EFFECTIVE RÉSUMÉ

## References

(Available upon Request)

- Ask people if they are willing to serve as references before you give their names to a potential employer.
- Give your reference an updated copy of your resume.
- Do not include your reference information on your résumé. You may note at the bottom of your résumé: “References available upon request.”
- Prepare a separate sheet with your references cited in a professional manner. Ensure that the information is current and accurate.

# PREPARING AN EFFECTIVE RÉSUMÉ

## RÉSUMÉ CHECKUP

You have written your résumé. It is now time to have it reviewed and critiqued. Naturally, you must have it approved by the instructor as part of the PSE132 requirement but you should also take the following steps to begin the process of ensuring its quality.

### Content

- Run a spell-check on your computer before anyone sees your résumé
- Get a friend (e.g. an English major) to do a grammar review
- Ask another friend to proofread your résumé. The more people who see your résumé, the more likely that error will be eliminated.

# PREPARING AN EFFECTIVE RÉSUMÉ

## RÉSUMÉ CHECKUP

### Design

- Use white or off-white paper
- Use 8-1/2- x 11-inch paper
- Print on one side of the paper
- Use a font size of 10 to 14 points
- Use non-decorative typefaces
- Choose one type face and stick to it
- Avoid italics, script and underlined words
- Do not use horizontal or vertical lines, graphics, or shading
- Do not fold or staple your résumé

# WHAT EMPLOYERS WANT

Employers say they are impressed by job candidates who have excellent communication skills, good grooming habits, and relevant work experience. Employers say they want trustworthy new hires who can move right in, get along with their co-workers, and get the job done without having to be babied at each step.

## Top 10 Qualities Employers Seek

Communication skills (verbal and written)

Honesty/integrity

Teamwork skills (works well with others)

Interpersonal skills (relates well to others)

Motivation/initiative

Strong work ethic

Analytical skills

Flexibility/adaptability

Computer skills

Self-confidence