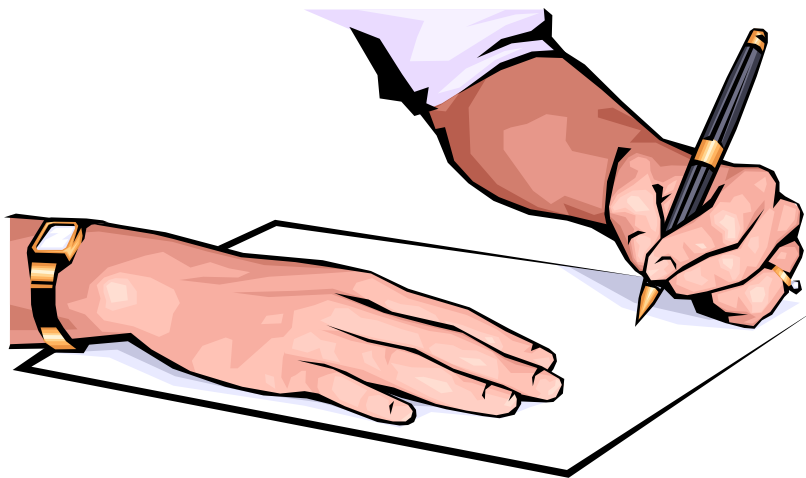


# Resume Workshop

A presentation brought  
to you by the Purdue  
University Writing Lab

**Purdue University Writing Lab**

# What is a resume?



- A resume is a personal summary of your professional history and qualifications. It includes information about your career goals, education, work experience, activities, honors, and any special skills you might have.

# Resume Workshop

---

General Guidelines  
Preliminary Research  
Heading  
Objective Statement  
Education  
Employment Experience  
References

Organizational Styles  
Reverse Chronological  
Style  
Functional Style  
Skills Style  
Imaginative Style

# General Guidelines

- Length: It is best to limit an entry-level resume to one typed page. Be as concise as possible in stating information in each section of your resume.
- Font: Avoid fonts smaller than 10 point and larger than 12 point.
- Paper: Use 8 1/2" x 11" 20 lb paper. Print your resume with a laser or high quality ink-jet printer.

# Preliminary Research

- *Find out*
  - \* General job information
  - \* Desired qualifications and skills
  - \* Key values and words
- *Check with*
  - \* Placement office files
  - \* WWW
  - \* Trade journals, magazines, and newsletters
  - \* Directories
  - \* Professors
  - \* Company literature

# Identifying Information

**KIMBERLY ANN HURST**

1305 Palmer Dr. #1276

West Lafayette, IN

Boiler@purdue.edu

**(765) 555-1706**

- Put your name, permanent and campus addresses, permanent and campus phone numbers, and email address prominently at the top of your resume.
- Avoid using a nickname to identify yourself.
- Consider including your URL address or fax number if you have one.

# Objective Statement

---

- One to three sentence summary of your area of expertise and career interest.
- Write as complete sentences or as descriptive phrases with minimal punctuation.
- Relate your existing skills directly to the job you are seeking. Demonstrate what you can do for the company rather than what they can do for you.

# Objective Statement

Avoid overgeneralized statements:

*A position allowing me to utilize my knowledge and expertise in different areas.*

Avoid statements that focus only on what a company can do for you:

*A position where I gain experience in working on biological problems.*

Make the statement as specific as possible:

*A position which allows me to apply my background in engineering and high performance computing to biological problems.*

# Summary of Qualifications Statement

- This statement can replace or be used in addition to the objective statement.
- Write one short paragraph or a bulleted list of qualifications.
- Use a summary of qualifications statement to emphasize skills you possess that aren't obvious from your past work experiences.

# Employment Experience

---

- Include positions you have held which are related, in some way, to the job you are seeking. These might be both paid and volunteer positions.
- Be creative with this section of your resume by describing and emphasizing your experiences in the most relevant way possible.

# Employment Experience

## *Hospitality Intern*

*(May 1999-August 1999)*

*Mountain Jacks, Lafayette, IN*

- \* Oversaw the planning, production, preparation and prompt delivery of food
- \* Assisted in training and retaining new and experienced employees
- \* Created a positive and healthy atmosphere in the restaurant

- Include information such as company name and location, job title, dates, and duties performed.
- Make this section easy to read by using spacing and bullets.
- Use action phrases to highlight the duties you have performed.

# Action Phrases

## *Hospitality Intern*

*(May 1999-August 1999)*

*Mountain Jacks, Lafayette, IN*

- \* Oversaw the planning, production, preparation and prompt delivery of food
- \* Assisted in training and retaining new and experienced employees
- \* Created a positive and healthy atmosphere in the restaurant

- Action phrases will help you avoid being too brief and from understating your qualifications.
- Think about your qualifications as a professional would.

# Parallel Phrases

## *Hospitality Intern*

*(May 1999-August 1999)*

*Mountain Jacks, Lafayette, IN*

- \* Oversaw the planning, production, preparation and prompt delivery of food
- \* Assisted in training and retaining new and experienced employees
- \* Created a positive and healthy atmosphere in the restaurant

- Make your descriptions easy to read through parallel structure.
- Set up a pattern and stick with it.
- In the example, all the verbs are parallel: “oversaw,” “assisted,” and “created” are all past tense verbs.

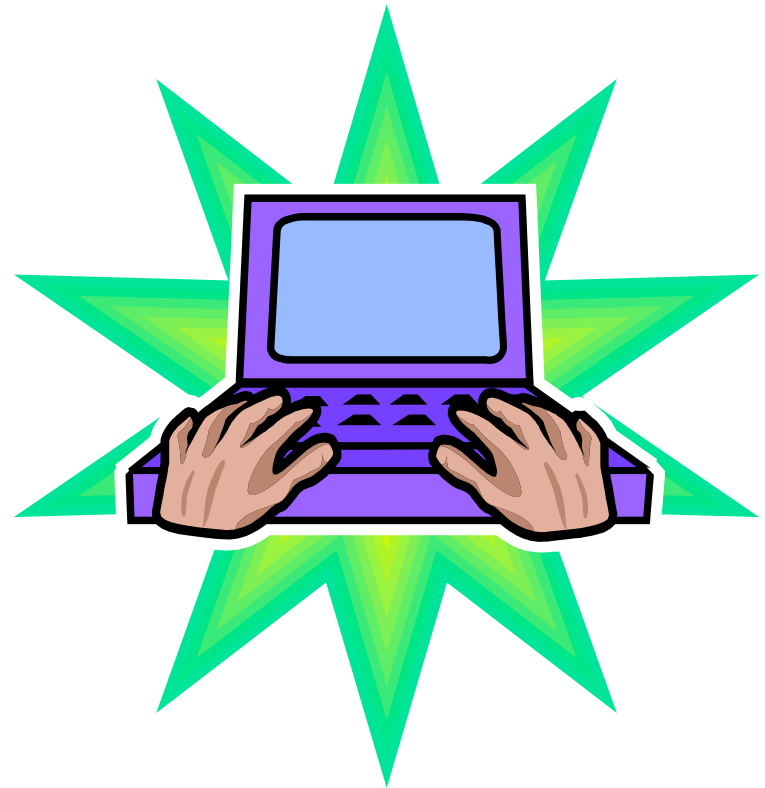
# Activities and Honors



- Include relevant activities and honors that you could discuss with your prospective employer or that have given you valuable experience or skills.

# Specialized Skills

- Include skills that make you unique, such as computer skills, foreign language skills, or military service.
- Be specific in describing your special skills; name computer programs you know, how long you studied a foreign language, or your dates of military service.



# References

- In general, do not include the names and addresses of your references on your resume.
- It is enough to state that references are available upon request.
- Choose professional references rather than character references. Employers and professors who know you and your work are the best references.

# Organizing Your Resume

- Organize your resume to highlight your unique skills and strengths.
- Use whatever combination of organizational styles you think best highlight your individual qualifications.

The most common resume styles are:

- reverse chronological
- functional
- skills
- imaginative

# Reverse Chronological Resume Style

---

- Present your education and work experience in chronological order, beginning with your most recent experiences.
- This style is best for people whose job experiences closely parallel the positions for which they are applying or for those who have not had periods of unemployment time between jobs.

# Reverse Chronological Resume Style

## Work Experience:

- 1997-Present U.S. Postal Service, Indianapolis. Worked as a Station Manager, delivering mail, overseeing retail sales, planning delivery to new routes
- 1994-1997 All Right Parking, Inc., Indianapolis. Worked as a Manager, handling customer relations, overseeing accounts, supervising twenty-five employees
- 1992-1994 Indianapolis Star, Indianapolis. Worked as a District Sales Manager recruiting and training new employees, managing crews of twenty-five carriers within nine counties, designing routes

# Functional Resume Style

- Organize experience by type of function performed. Under each, give specific examples.
- Highlight experiences that directly relate to the job you are seeking.
- Ignore experiences that do not relate to the job for which you are applying.
- Place things in order of importance rather than chronological order.

# Functional Resume Style

## **Experience:**

### **Research Assistant (August 1998-August 1999)—Purdue U.**

Assisted Professor Robert Thompson in:

- \* updating statistical tables and charts
- \* answering research questions via the Internet, library, and by establishing resources to provide the needed information

### **President, Sociology Club (January-May 2000)**

- \* Raised over \$2,000 for club expenses and scholarships
- \* Organized 10 activities for over 200 students
- \* Designed and maintained club website

# Skills Resume Style

---

- Emphasize what you can do rather than where you have worked.
- Try to match your skills to the position for which you are applying.
- This style is ideal for people who have gained valuable skills from a variety of unrelated experiences.

# Skills Resume Style

## Skills:

### Communication Skills

- \*Counseled teens in an anti-drug initiative at Jefferson High School
- \*Received Employee of the Month Award for my work creating a positive environment at Wal-Mart while working as a cashier
- \*Presented a semester-long project on choosing a major to a group of prospective students

### Training Skills

- \*Trained new employees in cashier procedures at Wal-Mart
- \*Served as assistant coach for a Jefferson High School basketball team

# Imaginative Resume Style

- Acts like a mini-portfolio because it demonstrates a combination of layout, graphics, text integration, and audience selection.
- Make sure a company is open to this type of resume before submitting it.
- This style is ideal for people looking for a job that demands creativity, such as graphic design or landscape architecture
- It is appropriate to use color graphics on an imaginative resume, but the cost of duplicating will be increased.