



Butler
Community College

Student Career & Employment Services

Hubbard Center, 600 Building
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Guide to
Resume Writing
For Students

Visit BCC's Workforce Development Specialist for Assistance in Your Job Search!

- Get helpful tips about your resume from Student Career and Employment Services.
- Mock Interviews are available.
- View current SCES job listings –
 - click on Student Connections, then select Career Services in the drop-down box on Butler's homepage www.butlercc.edu.
 - select Student Career Services (under Navigation) and Online Career Center
 - If you have previously registered, enter your username and password in the login boxes, or
 - Click on the To Register link, select the Student/Alumni icon, complete the form, and submit.
 - A confirmation email will be sent to you when you have been approved.
- Receive personal assistance for students from our Workforce Development Specialist.
- Receive job placement assistance for six months after program graduation or completion.

Student Career and Employment Services (SCES)

Located in the Hubbard Center (600 Bldg.) El Dorado campus
and Room 5118N - 5000 Bldg, 715 E. 13th Street, Andover
E-mail lpatterson@butlercc.edu to schedule a resume review,
mock interview or job search assistance

**Phone: El Dorado 322.3294, 733.3294 or 322-3302, 733.3302
Andover 218.6126**

Cooperative Education...

Can help you get college credit for your work experience!

Here are the four things you must do to earn college credit for your work experience through the Cooperative Education program.

You must:

- be employed in a job related to your career field or your major field of study.
- work 75 hours on your job for each credit hour of Cooperative Education.
- complete the academic requirements contained in a portfolio provided by the faculty coordinator.
- show growth on your job by accomplishing a list of objectives agreed to by the student, job supervisor and faculty coordinator.

All papers and exercises included in the academic requirements relate directly to your job. You may enroll at any time during the semester. No formal classroom time is required.

If you are interested in more information about Cooperative Education, call or inquire at the office of:

Student Career and Employment Services (SCES)

Hubbard Center - BCC El Dorado campus 316.322.3302

Or **Dena Smoot, Co-op Team Leader** dsmoot@butlercc.edu

5000 Building, Room 5118N 316.218.6125

715 E. 13th St, Andover, KS

A PROGRAM OFFERED BY BUTLER COMMUNITY COLLEGE

WHAT IS A RESUME?

Webster's dictionary defines resume as a summary or a short account of one's career and qualifications prepared typically by an applicant for a position.

WHY USE A RESUME?

The primary purpose of a resume is to introduce you to prospective employers. It should summarize and highlight your experience and qualifications on one or two pages. It is like your calling card.

Other purposes and uses for your resume include:

- To prepare you before you begin your job search to recall all that you've accomplished thus far in your life.
- To present your unique package of skills, abilities and personal qualities in the most positive way.
- To get you invited in for an interview.
- To help the employer formulate questions for your job interview.
- To help the employer sell your qualifications to other people in the company.
- To speak for you in your absence.
- To make a case for your suitability for the specific job, particularly if you are changing careers or have little related experience.
- Resumes can be a memory jogger for the employer after the interview, or for a whole committee—if a group is involved in the hiring decision.

WHERE DO I BEGIN?

The most important thing to remember when creating your resume is that it will reflect your personality. Therefore, it is very beneficial to conduct a rigorous self-assessment, identifying your interests, skills, aptitudes, values, motivation, present and past roles, preferred work environment, and developmental needs.

Seven questions to ask yourself before you create your resume:

1. What kinds of work have I already done?
2. What skills have I acquired from this work?
3. What skills have I acquired from other experiences?
4. What skills have I learned from school?
5. What special talents do I have?
6. What achievements have I made thus far?
7. What general abilities do I have?

WHAT IS INCLUDED IN A RESUME?

The following are key points to include in a resume:

- Personal Information
- Career Objective or Accomplishment/Overall Career Summary
- Educational Background
- Employment History
- Professional Training
- Technological Skills
- Professional Affiliations
- Community Activities
- Military Service
- Licenses And Accreditations
- Foreign Languages
- Professional Activities
- Honors, Awards And Extracurricular Activities

Personal Information

An employer might scan 400 to 1200 resumes for a single position. It is important, therefore, not to include any personal information that might prejudice the screener.

All words should be spelled out (such as “Street” and “Kansas”), and the zip code should be included. The telephone number should be one where you can be reached easily. (If you are attending college away from home, you may list both your home and school addressees and phone numbers.) If you are going to be away from this number for any length of time, include the interim number where you can be reached in the cover letter.

Include only:

- Name
- Address
- Telephone Number—don’t forget this, as this is the key point most people forget to include on the resume
- Cell Phone
- Email Address

Don’t Include:

- References to height, weight, race, religious affiliation, health, or names and ages of children or marital status
- Salary desired or salary history
- Leisure time activities (golf, tennis, etc.)
- Reason for changing jobs

Career Objective or Overall Career Summary

Some resumes will have a career objective, also called an overall career summary. Writing the objective is extremely difficult. Before you even try to write an objective, you should first decide whether you really have an objective.

To have a true objective you should be able to answer two or three questions:

- 1) What kind of position am I looking for?
- 2) What kind of company or organization do I want to work for?
- 3) Where in the United States or in the world do I want to live?

Many people include their career objective in their resume. This is fine if you have narrowed your choice to a specific job or industry and feel certain of your decision. State clearly and concisely the position, the functional areas or department (accounting, personnel, sales, etc.), and the type of company and industry you are seeking.

If you know your short-and long-range career goals indicate them. *However, be aware that by being so specific, you may also limit your job options and force yourself to keep several types of resumes on hand, to send as the occasion demands.* In the majority of cases, it is better to state your objective in the cover letter and present a strong overall career summary.

An overall career summary states precisely who you are and pinpoints the major skill areas in which you have the most accomplishments. This is your opportunity to describe your strengths in the beginning of the resume, with the remaining parts of the resume to support the statement. The qualification summary should be no more than two to five lines long and appear as the first topic after your name, address, and phone number. Some examples are:

An achievement-oriented liberal arts major who has demonstrated the ability to manage and lead others, to learn quickly, to work efficiently, and to plan and implement programs effectively.

A competitive marketing major who has demonstrated accomplishments in strategy and organization, research, advertising, and sales promotion.

Fifteen years of management experience utilizing my skills in planning, organization, communication, and managing others (homemaker).

Be prepared to answer questions backing up each of the statements you made about yourself.

Educational Credentials

Where you place your degrees and training on the resume depends largely on their importance and relevance to the position you are seeking and the strength of your credentials.

Place your education credentials immediately following the qualification summary if:

- You are graduating from college or completing a training program and your education or training relates directly to the jobs you are seeking.
- You have a master's degree in management or an M.B.A. and you are applying for a management position.
- You are a CPA seeking a top financial position.
- You have a Ph.D. and seek a position requiring that degree.

Place your education credentials after your work experience if:

- Your degree and undergraduate work do not relate to your career goal.
- Your highest degree is a bachelor's degree and your work experience and work-related accomplishments will sell you better to prospective employers.
- You have a Masters or higher, but the position you seek isn't related to your credentials.

Begin with your highest level of educational achievement. In this way, a bachelor's degree would be followed, by an associate's, then a high school diploma. If you have not completed a college degree, list what you can. For example, if you have completed 25 hours toward your associate of science degree, state it, followed by your anticipated graduation date.

Employment History

Starting with your most recent job, and moving back toward your first job, outline on a sheet of paper the names of each employer, the number of months or years spent in each position, your specific responsibilities, and what you accomplished in each job. If your employment history is progressive it should appear right after the qualification summary or early in the resume.

If your work experience is limited, try to identify one or two significant accomplishments in each job. This section would then be placed toward the middle or end of the resume.

Professional Training

It is generally better to separate education from training. Include this section when you want to focus on special courses, workshops, seminars or other forms of continuing education.

Technological Skills

List your technological skills near the top of your resume. Include specific computer applications, programming languages, operating systems, and hardware, such as Java, UNIX, Macintosh OS, and Windows 98. Other technological skills include computer networking (local area networks and wide area networks), audio-video conferencing, video editing, Magnetic Resonance Imaging, and ultrasound technology.

Professional Affiliations

List only those memberships that relate directly to your career objective. By including association and memberships, you demonstrate that you are keeping up to date in your profession.

Community Activities

If the activity is related or appropriate to your career objective, include it. For example, if you seek a job in the field of gerontology and you have developed and implemented a program in your community nursing home, this activity would appropriately fit into your resume.

Military Experience

If you are currently serving in the military or have served in the military, list your training and experience received there, in such a way that it relates to other occupations. Provide branch of service, inclusive dates of service, and rank at time of discharge. Briefly state relevant duties and responsibilities. You do not have to indicate type of discharge.

Licenses, Accreditations and Certificates

List only those credentials that are pertinent to the career objective; examples include special teaching credentials or professional examinations that you have passed, such as computer tests, the bar exam, and CPA exams.

Foreign Languages

State any foreign languages you know, your level of proficiency, and any translating experience you may have had.

Professional Activities

These include research papers, presentations, organizations (as member, officer, etc.), publications, committees, conferences, or seminars that are relevant to the job you are seeking.

Honors, Awards, and Extracurricular Activities

If you are a recent college graduate, most of your accomplishments will probably be listed in this section. Include them if they are recent and/or appropriate. If however, you have been out of college for 20 years, in most instances your college awards would not be necessary to include. However, if the award is related specifically to your field of interest or your career objective, it should be included.

References

Never use a person as a reference without first obtaining his or her permission to do so. It is important that you speak to these people about whether or not they are willing to serve as your reference and how they would like to handle the reference. Suggested references might include those from:

- Internships or co-op experiences
- Past employers
- Professors or instructors
- Character references (older co-worker, coach or minister)
- Past co-workers who know your work and experience.

NOTE: Family, friends, relatives and your pastor are generally not used as references.

After someone has agreed to act as your reference, send them a thank-you note. References should be available but not listed on the resume. References should be taken to an interview and provided at that time, not when you submit your resume unless asked for.

WHAT ARE THE TYPES OF RESUME FORMATS?

There are as many different types of resumes as there are experts. However, for simplicity's sake, we suggest you use one of the following:

1. Chronological
2. Functional
3. Combination /Creative (Professional)
4. Electronic

Resume Wizards

Many Resume Wizards are available on the internet. Many are free, but some do charge a fee. Any wizard will allow you to create a resume, but you must have the necessary information to complete it. Some will also offer to store your resume online. Check out the website privacy information. Access to your personal information is a concern because of identity theft. Do not publish your social security number on your resume.

“Resume Wizard” provided these results when “googled”.

www.Monster.com

www.e-resume.us

www.PongoResume.com

www.paraben.com/html/rw.html

www.therezwiz.com

www.microsoft.com/downloads/

www.totalresume.com

www.resumeimproved.com

www.TheResumeBuilder.com

www.hotjobs.com

www.ResumesCoverLetters-Reviews.com rates and compares free resume products

www.Resume-Templates.com

www.freedownloadcenter.com/Business/Applications

www.hotscripts.com/Detailed/48388.html

www.aresumewizard.com/

www.careerbuilder.com

The Chronological Resume

The chronological resume focuses heavily on employment history, job responsibilities, accomplishments, and related experiences that support your career path. This format lists all work experience and education in chronological order, beginning with the most recent.

Do not list beginning jobs, which were insignificant. How far back you go depends on significant accomplishments from former jobs that relate to the position for which you are interviewing. The chronological resume is the most common and easiest to read. It is most appropriate for people with two or more relevant job experiences. If your background is a less-than-perfect match, you may need to consider alternative styles that present your qualifications differently.

The chronological resume is basically a record of work experiences, including job descriptions. It should include:

- Name, address, and telephone number
- Work experience, in chronological order (your present or last position first)
- Short description of each job, the dates of employment including month & year, and accomplishments on each job.
- Educational background

Advantages:

- Is easy to write
- Emphasizes career longevity
- Emphasizes growth and continuity in specific job categories

Disadvantages:

- Can be boring
- Enables detection of gaps in employment
- Emphasizes your most recent employment even if it is not the most important
- Can put older workers and perhaps younger workers at a disadvantage because it emphasizes dates
- Can stereotype you, especially if you have had the same job title over the years

When advising traditional college students or those with a well-developed record of employment, they should be encouraged to use the chronological resume. When advising those who've spent their time and energy with their children and their communities, they should be encouraged to use the functional resume, or better, a combination resume.

The Functional Resume

The functional resume is entirely different from the chronological resume. After listing personal data and the qualification summary, this resume then goes on to highlight major accomplishments. It concentrates on your qualifications, skills and accomplishments. Employment information is not placed chronologically. Instead, the most relevant experience to the job you're seeking is placed first. It de-emphasizes jobs, employment dates, and job titles by placing them inconspicuously at the end. It allows you to promote specific job skills without emphasizing where or when you developed those skills.

Many employers consider the functional resume the most useful type. It may be useful if you have had limited work experience or if you have had a long break in your working experience, but you know the technical side of your field. Some employers are suspicious of this format because they suspect you may be trying to hide something from them.

It is also useful if you have been involved in volunteer work, allowing you to bring out useful skills in a variety of working situations. This resume works best for individuals who have education and training, but limited experience. Individuals with unrelated work experience should follow this format.

Advantages:

- Provides flexibility to emphasize strengths and areas of accomplishment
- Enables a prospective employer to place you in a position where your greatest assets can be utilized
- Allows you to be selective in the capabilities you want to use in your new career direction
- Conceals gaps in your work history

Disadvantages:

- Takes time and effort and is more difficult to write
- Employers may view negatively the omission of history, and will ask about this first thing in an interview

The Most Desirable Attributes Employers Look for When Hiring Employees

1. Flexibility
2. Interpersonal Skills
3. Self-Knowledge
4. Ability to Handle Conflict
5. Goal Achievement
6. Competitiveness
7. Vocational Skills
8. Direction
9. Willingness to Accept Responsibility
10. Imagination
11. Self-Confidence
12. Strong Work Ethic
13. Ability to Communicate
14. Intelligence
15. Initiative
16. Energy Level
17. Desire to Meet Employer's Expectations

The Combination/Creative (Professional) Resume

This resume is a mixture of both the chronological and the functional formats. It is similar to the functional resume except that company names and dates are included. The format allows an applicant to emphasize the preferred and most relevant skills, while satisfying the employer's desire for names and dates. It lists functions and accomplishments first and reveals the employment history last.

In the "Experience" section give the name of the company, the location, and your position title. Describe in detail what your responsibilities were, and if possible, your accomplishments while you were there. Start each sentence with an action verb.

Advantages:

- This is the most complete resume
- Gives a positive picture of strengths and employment history
- Presents you as a versatile individual, able to fill a variety of positions
- You can arrange the content in a format that best sells you

Disadvantages:

- Some employers might wish to read about what you did in each job, believing it provides them with a better picture of the scope of your responsibilities and achievements.

Top Ten List of Transferable Job Skills

1. Budget Management
2. Supervising
3. Public Relations
4. Coping with Deadline Pressures
5. Negotiating
6. Speaking
7. Writing
8. Organizing and Coordinating
9. Interviewing
10. Teaching and Instructing

Five Most Effective Ways to Conduct a Job Search

1. Networking – a deliberate process of connecting/interacting with others who can help you
2. Applying in Person for a Job
3. Asking Friends for Job Leads
4. Asking Relatives for Job Leads
5. Using Placement Office at School

Five Rules about Hiring/Firing

1. No one owes you a job
2. You have to fight to get a job
3. You have to fight to keep a job
4. Employers may lay you off or fire you
5. You can quit at any time

The Electronic Resume

Submit your resume to a large company today, and chances are it will be electronically scanned into a computer database where employers can quickly search for candidates that match the company's needs. Some scanners stop reading resumes after a certain number of lines, so be sure that your most important information appears early in your resume.

To provide a concise electronic resume, use these guidelines:

- + Limit your margins to 65 characters wide
- + Use an easy to read typeface such as Arial, Courier, or Helvetica, 12 point size
- + Put your name on the first line with nothing else before it
- + Avoid bold, italics, underlines, boxes, columns, shading and graphics
- + Use all uppercase letters for major sections, rather than bold formatting
- + Keep all text aligned to the left
- + Use standard keyboard characters for bullets, such as an asterisk or a hyphen
- + Instead of using the Tab key or paragraph indents, use the space key
- + Limit your resume to two pages.

Optical scanners are picky readers. Colored paper, fancy graphics, and exotic typefaces do not impress them. In addition to the above guidelines, you should also follow these suggestions when printing a hard copy:

- * Print on 8 ½ by 11-inch white copy grade (20-60 lb.) paper
- * Never staple or fold an electronic resume.

Employers search a database for key words from job descriptions such as "Internet proficient" and "MBA", thus your electronic resume should emphasize skills rather than achievements. Include your Spanish fluency, knowledge of computer graphics software, and 90-words-per-minute typing speed. Review any known employment information (job title, responsibilities and so on) and include that language in the body of your resume.

When using the electronic resume it is appropriate to put a sentence at the end of your resume such as: "An attractive and fully formatted hard copy version of this document is available upon request."

You can take your existing resume and reformat it for electronic submission.

- Open your file and select the Save As command. Select Text Only, Plain Text or ASCII as the type.
- Close the file and then reopen it to make sure that most of the graphic elements are eliminated. If not, delete them. Replace bullet points with plus symbols (+), asterisks (*), or hyphens (-).

RESUME TIPS

1. Much has been written concerning the length of resumes. Whether your resume is one or two pages long depends upon your background and the position desired. Resumes for entry-level jobs are usually given less than sixty seconds of a reader's time. Therefore, you must present yourself and your accomplishments in a very succinct and organized manner with the most important information at the beginning of the resume.
2. Do not put the word "Resume" at the top of your resume. Employers know what they are reading.
3. It is not necessary to use full sentences in a resume. Phrases using *key action verbs* are the most effective when explanations are necessary. These key action verbs highlight your accomplishments (see the list of action verbs).
4. Single-space the information in your resume, but skip a line between major headings. Your resume will be more visually attractive with "white space" so leave ample spacing at margins.
5. Make good use of margins, underlining and capital letters. This will insure that important points "stand out" on the page.
6. Creativity of expression is advisable, but only within a *neat business format*. Gaudy letterheads are not recommended. Greater expressions of creativity are encouraged for positions of artistic nature.
7. Use standard-size, 8 ½ x 11 paper. White, ivory, gray and beige are all good color choices. *Be prepared to use your paper choice for your cover letters and envelopes.* Use good quality paper—the aesthetic feel of good paper says something about you.
8. Use strongest and most outstanding points first.
9. For most positions, you only need to include the past ten years work experience. Previous work experience prior to the ten years that directly relates to the position you are interested in should be included.
10. It is not necessary to include name of supervisors, company addresses, or phone numbers directly on the resume. This information will be placed on an application, so use this space for more pertinent information.
11. Your resume should not have any typos, misspellings or identifiable corrections. You should *proofread* your resume at least three times and have at least two other people proofread it also.

12. The type should be *crisp* and *clean*.
13. Spell out nearly every word, including job titles. Words like “Incorporated” may also be shortened to “Inc.”, especially if the company uses the abbreviation. Do not use abbreviations, however, in the text.
14. Whenever possible, *quantify your explanations*; for example, use the exact number of times you had articles published or the number of people you supervised.
15. If you’re applying to an organization that asks you to fill out an application and you have a resume, don’t put ‘See Resume’. The application will be around long after your resume has been discarded and for some organizations is a binding legal document. Also, the application process is one of the first tasks that your employer will ask you to do. If you don’t fill it out completely, how can the company expect you to complete the other tasks they ask you to do?
16. Bold the name of the company. You can also make it all caps and bold. Employers like to see where you have worked. You also need to bold or italicize your title or position. Titles are important. They help the employer know what you have been doing.
17. Sell yourself. No one else can write your resume but you because no one else knows what all you have done. Now is not the time to be shy. Tell it like it is and be proud, ***you’ve earned it***. Grandma and Mom used to say “Don’t brag on yourself”. They’re wrong when it comes to writing a resume and interviewing for a job.
18. Show what you can do for the employer.
19. Make sure your name and page 2 is on the second page at the top.
20. Always include a cover letter with your resume unless otherwise directed.

Resumes should offer an organized snapshot of your employment,
educational history, and job skills.

A resume will not get you the job,
but a good resume will get your foot in the door.
The rest is up to you.

Always be completely factual and professional.

First and Last Name

Street Address
City, State, Zip code

Phone number
Email address

OBJECTIVE: Briefly explain your objective.

SKILLS AND ACCOMPLISHMENTS

- List special skills or talents that you have that relate to the position you are applying for
- List special skills or talents that you have that relate to the position you are applying for
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- List special skills or talents that you have that relate to the position you are applying for

EDUCATION

Indicate how many credits you have completed or your major
Name of School City, State Dates attended

- Related course work includes:
- GPA: 0.0/4.0 (If your resume is a 3.0 or above, you may want to include it)

EXPERIENCE

Job Title, Company Name City, State Dates employed

- Explain one accomplishment, duty or task
- Explain one accomplishment, duty or task
- Explain one accomplishment, duty or task

Job Title, Company Name City, State Dates employed

- Explain one accomplishment, duty or task
- Explain one accomplishment, duty or task
- Explain one accomplishment, duty or task

Job Title, Company Name City, State Dates employed

- Explain one accomplishment, duty or task
- Explain one accomplishment, duty or task
- Explain one accomplishment, duty or task

ACTIVITIES

- List activities, community service, volunteer, memberships or athletics
- List activities, community service, volunteer, memberships or athletics
- List activities, community service, volunteer, memberships or athletics
- List activities, community service, volunteer, memberships or athletics

Jaycie D. Smith

1555 S. Seneca Wichita, KS 67212

(316)555-5555

jsmith9@butlercc.edu

OBJECTIVE

To obtain a position as a youth counselor.

EDUCATION

Social Work Major, Child and Family Studies Minor Sept. 2004-present

Completed 16 general education credits
Wichita State University Wichita, KS

High School Diploma June 2004

Andover Central High School Andover, KS

RELATED EXPERIENCE

Childcare Worker Sept. 2004-present

La Petite Academy Wichita, KS

- Cared for children from ages birth to 6 years.
- Documented children's progress and daily activities.
- Planned and organized field trips.

Activity Coordinator Summers 2003 and 2004

Boys and Girls Club Wichita, KS

- Designed and implemented structured play activities and craft projects.
- Provided a nurturing and stimulating environment for children to thrive.
- Oversaw children at play to ensure safety.

Babysitter (as needed) 2000-2004

Private homes Andover, KS

- Provided care to children from birth to age 10.
- Assisted children with social and daily life skills.

EXTRA CURRICULAR ACTIVITIES

Volunteer (20 hours per month) March 2003-present

Sharing and Caring Hands Wichita, KS

- Worked with homeless children and adults to ensure basic needs were met.
- Supported and visited with participants.
- Organized and inventoried clothing and food donations.

Soccer Player 2002-2004

Andover Central High School Andover, KS

- Worked as part of team to obtain common goal.
- Exhibited creative problem-solving skills.
- Anticipated and planned strategies.

Justin Smith

Home address:
105 5th Street
Augusta, KS 67010
(316)775-5555

jsmith14@butlercc.edu

School address:
555 Shoemaker Hall
El Dorado, KS 67042
(316)332-5555

OBJECTIVE

Seeking a position as a camp counselor for the 2006 summer.

SUMMARY

- Ability to relate well to people of all ages and backgrounds
- Active participant of all types of sports
- Enjoy working with others one-on-one and as part of a team
- Effective leader, willing to take initiative

EDUCATION

Currently enrolled in general education courses Sept. 2004-present
Major: **Physical Education**
Butler Community College El Dorado, KS

High School Diploma June 2004
Augusta High School Augusta, KS

WORK HISTORY

Customer Service, Sutherlands El Dorado, KS May 2004-present

- Utilize customer service skills to sell merchandise
- Work with minimal supervision and help train 7 employees in customer service and stocking functions for a retail store

Crewperson, McDonald's Restaurant Augusta, KS May 2003-May 2004

- Provided efficient quality service to customers
- Dealt tactfully and professionally with demanding customers

Lawn Care Specialist, Owner Augusta, KS Summers 2002-2004

- Managed all aspects of business, from planning to accounting
- Developed and maintained a loyal customer base

EXTRA CURRICULAR ACTIVITIES

- Intercollegiate Basketball Player for BCC 2004 - present
- Martial Arts Student (Ninpo Taijutsu) 2003 - present
- Earned Eagle Scout Rank 2003
- Baseball Team Member, American Legion Team 2001 - 2003
- Varsity Basketball Team Member, Augusta High School 2000-2003

JUSTINA SMITH

www.jsmithersweb.com
jsmith32@butlercc.edu
(316)555-5555

5555 127th Street East

Wichita, KS 67211

HIGHLIGHTS OF QUALIFICATIONS

- Familiar with several word processing and database systems.
- Technologically savvy with exceptional problem solving skills.
- Outstanding project-management and team building skills.
- Easily adapt to change with an eagerness to learn and expand capabilities.
- Experienced web developer and trouble shooter.

EDUCATION

Bachelor of Science Degree Computer Science Expected in May 2008
Wichita State University Wichita, KS

Associates of Science in Business May, 2005
Butler Community College Andover, KS

RELATED COURSEWORK

- Computers in Society
- Fundamentals of Computer Science
- Computer Architecture
- Calculus and Analytic Geometry

WORK HISTORY

Office Assistant, Rand Printing Wichita, KS May 2004-present

- Gained proficiency operating in workstation and central data process.
- Planned and reorganized word processing center.
- Assisted clients in person, via phone and email.

Sales Associate, Sears Roebuck Co. Wichita, KS Sept. 2003-May 2004

- Ensured quality customer service.
- Utilized effective communication skills to resolve customer complaints.
- Reorganized product displays.

TECHNICAL SKILLS

- Developed personal website and assisted with the development of five others.
- Familiar with both Mac and PC computers.
- Competent with Microsoft Office, Netscape, Internet Explorer, FLASH, C and several database systems.

Jack Smith

jsmith29@butlercc.edu (316)555-5555

1555 E. 127th Street, St. Cloud, MN 56301

OBJECTIVE: A communications position with a special interest in public relations.

SKILLS AND ACCOMPLISHMENTS

- Exceptional verbal and written communication skills
- Team player with the ability to work with diverse populations
- Willingness to succeed and desire to achieve

RELATED EXPERIENCE

Member, University Program Board (UPB)

St. Cloud State University, St. Cloud, MN Oct. 2004-present

- Planned and organized performances by artists at local venues
- Scouted locations, handled airline reservations and accommodations for talent
- Wrote and edited press releases to effectively promote talent

Member, Public Relations Student Society of American (PRSSA)

St. Cloud State University, St. Cloud, MN Sept. 2004-present

- Attended weekly meetings to learn more about the field of public relations
- Worked as part of a team to plan and coordinate speakers

Announcer, KKIDS Radio

Andover High School Andover, KS Sept. 2003-June 2004

- Served as an announcer for a weekly high school newscast
- Edited copy for newscast
- Investigated and reported on student events

WORK HISTORY

Team Member, Target Stores St. Cloud, MN Sept. 2004-present

Administrative Assistant, City of Andover Andover, KS May 2003-Aug. 2004

Sandwich Artist, Subway Restaurant Andover, KS June 2002-Aug. 2003

EDUCATION

Mass Communications Major, Communication Studies Minor

St. Cloud State University St. Cloud, MN Sept. 2004-present

- 3.0/4.0 GPA
- Worked 20 hours per week while attending classes full-time

Jewell Smith

901 South Haverhill Road El Dorado, Kansas 67042 (316) 322-5555 jsmith@uknow.com

SUMMARY

A proven manager with excellent interpersonal, organizational, and supervisory skills. Assignments welcomed in operations, sales/marketing, customer service, human resources or related areas.

EDUCATION

Kansas State University Manhattan, KS August 2004 – May 2006
Bachelor of Science in Management received May, 2006

- GPA 3.2/4.0
- Financed 90 percent of education through part-time employment

PROFESSIONAL PROFILE

Management

- Supervised various youth recreational activities
- Served as store supervisor in manager's absence
- Trained new employees in customer service and cash handling procedures

Interpersonal

- Provided excellent customer service by phone and in person
- Demonstrated effective persuasive skills in retail sales
- Resolved customer complaints effectively and efficiently

Organizational

- Provided administrative support in scheduling office staff
- Designed and developed forms for office communication
- Experienced in Project Management

LANGUAGES

Speak, read, and write Spanish/English fluently, basic conversational ability in Italian

COMPUTER SKILLS

IBM PC and Mac formats; Microsoft Word, Excel, PowerPoint, and Publisher; several e-mail formats; and the internet

EMPLOYMENT HISTORY

Enterprise Rent a Car Manhattan, KS July 2004 – Present
Customer Service Representative, Assistant Branch Manager, and Branch Manager

Butler Community College Andover, KS August 2002 – May 2004
Student Office Worker, Student Career Services

Target Stores Wichita, KS January 2000 – January 2003
Sales Associate/Cashier

VOLUNTEER EXPERIENCE

Mid-American Youth Basketball Andover, KS August 2002 – May, 2004
Assistant Coach

JENNY SMITH

901 South Haverhill Road • El Dorado, Kansas 67042 • Home (316) 322-0000

Email: jsmith@unknown.com

OBJECTIVE: An opportunity to contribute to the care and education of young children.

EDUCATION:

Pittsburg State University Pittsburg, Kansas August 2004 - Present
B.A. Degree anticipated May 2008
Majors: Elementary Education / English Literature

Brookdale Community College Lincroft, New Jersey 2001 – 2004
Major: Liberal Arts / Dean's List Student A.A. Degree, 2004

EXPERIENCE:

GREEN GIANT NURSERY SCHOOL Chatham, Kansas 2004 - present

Teacher's Assistant

- + Assist in all preschool classes from two years through five years old.
- + Plan arts and crafts projects to compliment weekly educational theme.
- + Supervise children in playground. Interact with parents delivering and picking up children.
- + Communicate special requests and information to staff.
- + Lead storytelling sessions. Follow up with thoughtful questions to make sure children understand concepts correctly.

WHITMAN SQUARE CLEANERS Camden, New Jersey 2001 - 2004

Assistant Manager

- + Supervised staff in all daily operations of high-volume dry cleaner.
- + Interfaced extensively with customers, troubleshooting problems, and generating solutions.

NEWARK TEEN CENTER Newark, New Jersey 1997 – 2001

Assistant to Group Staff Leader

- + Participated in clinical conferences to record treatment goals. Worked with group staff and families to implement.
- + Scheduled staff over a seven-day work week. Trained new staff members.
- + Advanced through the ranks from Trainee to Senior Staff. Achieved the highest-level group staff position.

SUPPLEMENTAL EXPERIENCE:

Worked as a Nanny for private clients, taking care of preschool and elementary age children.



JAN SMITH

901 South Haverhill Road, El Dorado, Kansas 67042
Email: jsmith@unknown.com

Home (316) 322-0000

OBJECTIVE: Troubleshooting and repair of electronic and electromechanical equipment.

SUMMARY:

- Ten years of experience building and repairing microcomputers
- Proficient in all types of electronic and electromechanical repair
- Sole responsibility for all manufacturing and repair aspects of business
- Excellent customer relations skills
- Supervisory experience

EXPERIENCE:

Electronics Technician

COMPCO

Somewhere, Kansas

January, 1995 - Present

(Manufactures, markets, and repairs IBM compatible computers.)

- Have sole responsibility for all manufacturing and repair aspects of the business
- Build and test "IBM Clone" systems and peripherals, including upgrades
- Repair computers, including IBM, Apple, Mac, Epson, and Packard Bell
- Build and custom-build phase conversion equipment
- Service sophisticated studio and portable photography flash equipment
- Repair alarm systems and phone systems
- Handle customer relations, including customer service and support for all of the above functions
- Solid knowledge of DOS and Windows
- Supervise two part-time employees

EDUCATION:

Wichita State University

Wichita, KS

2000 – 2004

Masters Degree, Computer Science, graduated May 2004

Kansas State University

Manhattan, KS

1994 – 1996

Bachelors of Science, Business, graduated December 1996

Butler County Community College

El Dorado, Kansas

1992-1994

Associate in Applied Science, Microsoft Certified Systems Engineer, graduated May 1994

JASON SMITH

901 South Haverhill Road El Dorado, Kansas 67042 Cell (316) 322-0000 jsmith@unknown.com

Objective

A responsible position that will utilize my expertise in customer service and management.

Summary of Qualifications

- Demonstrated ability to provide significant contribution to bottom line results. Noted for streamlining operations and increasing profits.
- A strategic planner who is able to creatively anticipate the needs of the future.
- Skilled in directing, coordinating, and motivating staff to successfully complete business objectives.

Relevant Experience

APPLETON'S RESTAURANT • Hardin, Kansas

November 2002-Present

Manager

- *Directly responsible for cost reduction and improved efficiency by significantly reducing labor and food costs.* Effectively controlled cost in order to successfully operate within monthly budget. Successfully fulfilled profit and loss projections based upon last year's performance.
- Facilitated and coordinated marketing and advertising strategy. *Raised delivery sales by 20% due to excellent sales strategy and superior marketing skills.*
- Hired, trained, developed, supervised, scheduled, promoted, terminated, and evaluated staff. Managed and controlled all payroll functions including maintenance of records and payroll adjustments. Monitored all payroll taxes, filings, journal entries, and accounts payable. Ordered and purchased supplies and monitored inventory.
- Exhibited excellent customer service, liaison, and follow-through skills.

COSTELLO'S • Hardin, Kansas

August 1999- November 2002

Manager

- Full P&L responsibility. Conducted study of operations methods and costs. Pinpointed key cost improvement opportunities. Reorganized, trained, and motivated staff to higher levels of productivity. Significantly improved customer service, product, store maintenance, and expanded delivery area. *Result: Successfully directed profit improvement program which increased net sales and profits by 25% over previous year.*
- Hired, trained, supervised, scheduled, terminated, and evaluated staff. Maintained records of hours, worked for payroll.
- Successfully utilized skills in diplomacy tact and problem-solving to effectively handle irate customers and defuse potentially explosive situations. Provided weekly reports on sales, labor, food costs, and inventory. Utilized Lotus 1-2-3 for payroll and inventory. Further utilized computer programs to track figures which were used as guidelines for making the P&L.

COMPUTER CENTER • Radcliff, Kansas

July 1996- August 1999

Assistant Store Manager

- Developed and instituted the “Department Manager” system. *Took the nominally profitable department, expanded it, revamped the operating procedures, and increased sales by 50% in less than one year.*
- Oversaw full range of management responsibilities. Purchased and ordered for all departments. Met with sales representatives and fostered accounts with new vendors to better serve the store’s needs.
- Coordinated special promotions and events. Prepared sales reports. Directed sales floor activities. Delegated responsibilities, monitored work done, and gave final approval upon completion. Hired, trained, and supervised employees. Utilized skills in diplomacy and tact to handle irate customer situations.

Education

Butler County Community College • El Dorado, Kansas

Associate in Science

Major: Business Administration • 1996

Computer Skills

Microsoft Office

Internet Explorer, Microsoft Outlook

Vendor Specific Software

Professional Memberships

Martin County Chamber of Commerce

Martin County Small Business Association

JAMEE SMITH
901 South Haverhill Road
El Dorado, Kansas 67042
(316) 322-0000
Email: jsmith@unknown.com

SUMMARY 19 years of experience as a Loan Officer/ Processor in the real estate industry with the demonstrated ability to manage and lead others, to work efficiently, and to plan and implement programs effectively.

EXPERIENCE

CAPITAL MORTGAGE SERVICES Elmhurst, Kansas **April 1990 - Present**
Co-Owner

- Pre-qualified applicants.
- Interviewed applicants and requested specified information to compete loan application.
- Processed applications by obtaining titles, credit reports, surveys, and various sources of financial information.
- Reviewed and evaluated information on mortgage loan documents to determine if buyer, property, and loan conditions met lender and government standards.
- Cleared titles of all liens and encumbrances. Assisted individuals in clearing poor credit records.
- Prepared contracts, deeds, RESPAs, notes and mortgages, good faith estimates, and truth lending disclosures.
- Performed bookkeeping functions and prepared payroll and tax forms.
- Coordinated all marketing and advertising activities, which included direct mail, radio advertising, and cold calling local businesses.
- Knowledge of commercial, F.H.A., V.A., conventional, and home equity financing and refinancing.

HOUSEHOLD MORTGAGE SERVICES Bloomington, Illinois **November 1986 - April 1990**
Loan Officer

- Held same responsibilities as above other than accounting work.
- Assisted individuals with credit problems by contacting creditors and negotiating settlements.
- Developed many contacts which could help expedite difficult loans.

EDUCATION

Kansas State University Manhattan, Kansas January 2000 - Present
Currently pursuing a Bachelor of Science degree in Political Science

Triton Junior College River Grove, Illinois January 1985
Certificate in Paralegal Studies, G.P.A. - 3.9/4.0

Completed three lending courses throughout career, including a 40 hour course in F.H.A. Financing.

COMPUTER KNOWLEDGE Microsoft Office

AFFILIATIONS

Assist in distributing media packages for political campaigns 1987- Present
Election Judge February 1995- Present
Mortgage Bankers Association 1986-1990

Jaquee Smith

901 South Haverhill Road
El Dorado, Kansas 67042

Home (316)322-0000
Email: jsmith@unknown.com

Objective: Assistant or Sous Chef

Summary of Qualifications:

- Associate's Degree in Culinary Arts with training in American and International Cuisines.
- Restaurant experience has included broiler, grill, sauté, fryer, expo, breakfast, and salads.
- Able to handle a multitude of tasks at once, meeting deadlines under pressure.
- Demonstrates ability to respond with speed and accuracy in a highly productive setting.
- Works cooperatively and harmoniously with coworkers and supervisors.
- Dedicated to quality in service and product.

Experience:

Broiler/ Prep Cook	- Jacques Restaurant - 200-seat Four Diamond restaurant featuring an extensive menu of French and American cuisine.	West Cove, Kansas	9/1994 to Present
Fry Cook	- The Lobster Net - Indoor and outdoor dining, specializing in fresh lobsters and seafood; take-out and banquet service.	Port Hancock, Maine	1992 - 1994
Fry/Prep Cook	- The Weathervane - Traditional New England seafood served in a casual setting.	Rocky Coast, Maine	1991

Education:

Associate's Degree in Culinary Arts Newbury College	Brookline, Massachusetts	1990 - 1993
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Curriculum and Training included:

- Soup, Stock and Sauces
- Breads and Rolls
- Desserts
- Classical Bakeshop
- American Cuisine
- International Cuisine
- Yarde Manager
- Sanitation and Dining Room

Jack Smith

901 South Haverhill Road
El Dorado, Kansas 67042

Home: (316) 322-0000
Cell: (316) 322-0000

Email: jsmith@unknown.com

OBJECTIVE

Seeking a challenging position offering an opportunity to utilize and expand my mechanical and technical skills.

SUMMARY OF SKILLS

- Strong background in mechanical maintenance, building, and grounds maintenance.
- Knowledge of building trades: carpentry, masonry, heating, plumbing, and electrical.
- Dependable, hardworking, efficient, and highly reliable.
- Detail-oriented with a strong work ethic.

EDUCATION

Butler County Community College El Dorado, Kansas August 2000 - June 2002
Associate of Applied Science, received June 2002
Major: Automotive Technology

PROFESSIONAL EXPERIENCE

Elmira Greenhouses Inc. Elmira, Kansas 2002 - Present

Maintenance Technician

- Responsible for overall building and grounds maintenance, including repair and troubleshooting of greenhouse equipment.
- Handle small engine repair, maintenance of heating systems (gas and coal boilers); some experience with air conditioning and refrigeration repair.
- Operate and maintain basic equipment, such as forklifts, loaders, and dump trucks.
- Train and orient new employees.

Dominick's Family Restaurant Elmira, Kansas 1997 - 2000

Dishwasher

- Part-time employment concurrent with high school attendance.

Jennifer Smith

901 South Haverhill Road
El Dorado, Kansas 67042
Home (316) 322-0000
Email: jsmith@unknown.com

SUMMARY OF QUALIFICATIONS

- Excellent management and leadership skills. Able to develop and lead a team of employees who perform to the best of their ability with a very low turnover rate.
- Enjoy working with the public and do so successfully. Strong problem resolution skills.
- Experienced in handling all financial matters for a small business including accounts receivable and payable, sales tax and withholding filing and deposits, preparing payroll, managing a budget, and making daily deposits.
- Learn new information and tasks quickly and easily.

EXPERIENCE

Sunspot Tanning

Wilmington, Kansas

Owner and Manager

September 2000-present

Manager

June 1997-September 2000

Achievements:

- Successfully turned around a store that was losing money and unable to cover expenses.
- After less than three years, annual revenue has increased more than 300%.
- Remodeled, expanded, and added additional product lines to the business.

Responsibilities:

- Select all advertising and marketing activities. Monitored effectiveness of each source of advertising, and used this information when organizing future campaigns.
- Train all new employees in proper sales techniques and customer service procedures.
- Successful in building a team of employees that has very little turnover.
- Total financial responsibility for the store. Prepare all financial documents, sales tax reports, withholding reports, and make all related deposits and payments.
- Handled all accounts payable and receivable.

Smithson Family

Wilmington, Kansas

Nanny

1995-1997

Worked for private clients, taking care of preschool and elementary age children.

EDUCATION

Wichita State University

Wichita, KS

2000 - 2004

Bachelor of Science in Business, focus on Management and Accounting, received December 2004

Butler County Community College

El Dorado, Kansas

1997 - 1999

Associate of Science in Business, received May 1999

THE COVER LETTER/LETTER OF APPLICATION

What Purpose Does the Cover Letter Serve?

The cover letter is your personal introduction to a potential employer. It must sell your experiences and skills, and generate enough excitement to get the employer to read the resume.

What are the Types of Cover Letters?

1. Specific Letter: in response to an advertised position
2. Search-Firm Letter: targeted to a number of selected search firms, or “headhunters.”

What General Rules Govern Cover Letters?

A cover letter should:

1. Always accompany the resume.
2. Be addressed to a specific individual, unless it is in response to a blind ad.
3. Be typed on paper the same size and color as your resume.
4. Be specific and get to the point/ be efficient.
5. Identify the area or specific position you are applying for.
6. Explain how you learned about the position (if applicable).
7. Indicate why you are applying for the position.
8. Specifically articulate your career direction.
9. Highlight your major qualifications that relate to the position.
10. Describe how the stated job specifications relate to your skills and abilities -do not rewrite your resume.
11. Direct the reader to specific contents in your resume, if appropriate.
12. Be positive.
13. Be confident, not arrogant (try not to use too many “I” statements).
14. Be polite and professional.
15. Control the exchange of further communication (“I will be calling you in a few days”).
16. Request a reply and the opportunity for a personal interview.
17. Be signed in blue or black ink.
18. Be proofed for grammar, punctuation, typos, and spelling errors.
19. Be followed up with a phone call.

Remember to keep a copy of your cover letters and resumes, so you can follow-up by telephoning for an interview in a few days. You’ll also want to have the copies for a reference to send thank you notes.

How is a Specific Cover Letter Written?

The specific cover letter is usually four paragraphs long. *The opening paragraph should be designed to create attention.* It states the reason for the letter and the specific position or types of work for which you are applying; and if applicable, it indicates how you learned of the job opening (placement center, newspaper advertisement, friend, or employment agency).

The second paragraph indicates why you are interested in the position, the company, or its products or services – why you want to work for this organization (talk about them, not about you).

The third paragraph highlights your skills and qualifications that are relevant to this particular organization –*tell what you can do for the employer*–it should create desire. If you are a recent graduate, explain how your academic background qualifies you for the position. If you have some practical experience, point out the specific achievements or your unique qualifications. You can also mention specific traits you have, like the ability to work with others, interest in the company, or responsibilities on previous assignments. Choose your strongest traits, and expand on them. Try not to repeat the same information found in the resume. It is essential however, to direct the reader to the important parts in your resume.

In the closing paragraph, request a personal interview and suggest how you will follow up. *This paragraph calls for action.* Repeat your phone number in the letter and offer any assistance to help in a speedy response. Finally, close your letter with a statement or question that will encourage a response. For example, state that you will call on a certain date to set up an interview. Or ask if the company will be recruiting in your area, or if it desires additional information or references. Your own personality, as well as the position for which you are applying should dictate the strength of the closing paragraph.

How is a Search-Firm Letter Written?

The search-firm letter is very consistent with the structure and style of a specific cover letter. Basically it targets the search firm, or “headhunter” who places individuals as candidates for jobs. The first paragraph would say something like “enclosed is my resume for consideration of your assignment.” The rest of the letter would summarize your background and achievements to give the headhunter an idea of your candidacy. The closing paragraph would resemble the closing paragraph in a specific cover letter.

Search firms are an excellent job source, if they accept you. They can also give you good practice for the interview. Remember however, that search firms generally deal only with higher-level executives. If you qualify, attempt to include one individual from a good search firm in your personal network. Ideally, target a firm that specializes in your career area. An experienced search firm consultant is very knowledgeable of the job market.

August 25, 2006

Biomedical Research Company
Attn: Mary Poppins
P.O. Box 0000
0000 E. 37th North
Wichita, KS 67201

Dear Ms. Poppins,

I am interested in the position of Office Assistant, Patient Billing Department advertised by your company. An exciting opportunity such as this provides an excellent match between my qualifications and your requirements. I am very enthused about becoming part of a leading edge biomedical research facility.

Of particular note for you and the members of your team as you consider this position, are my strong accomplishments in leadership, organization, computer skills and ability to communicate with diverse populations. My enclosed resume also provides further information of my skills and accomplishments.

Your Requirements	My Qualifications
Previous training experience in customer service field	Taught and trained students and secretaries on college customer service
Ability to multi task	Effectively handle multiple tasks simultaneously
Excellent skills in MS Word, Excel and Powerpoint	Proficient Microsoft products including Access
Excellent organizational skills	Strong organizational and detail - oriented skills
Medical insurance billing a plus	Experience in billing Medicare and other insurance claims
Associate's or BS/BA in a business related field	Associate of Science Degree Major: Business

If you are seeking an individual who stays current in her field, who understands technology, who works well in a team setting, and is as career-committed as it takes to achieve total success, then please consider what I have to offer. Thank you for your consideration, I look forward to exploring this further with you in a personal interview.

Sincerely,

Jill Smith
Enclosure

November 30, 2006

Service Hospital
Attn: Mary Poppins, Human Resources
P. O. Box 255
Wichita, Kansas 67202

Dear Ms. Poppins:

I was very interested to see your advertisement for a Certified Nurse Assistant in the Wichita Eagle (8-28-05). I have been seeking just such an opportunity as this, and I think my background and your requirements may be a good match. My resume is enclosed for your review.

Of particular note for you and the members of your team as you consider this nursing placement are my strong accomplishments in patient care and safety to improve patient and family satisfaction and lessen opportunities for injuries to staff and patients.

Consider the following:

- Employee of the month.
- Provided suggestions to administration to improve safety which led to a reduced number of workman compensation claims.
- Reduced patient complaints with increased patient care.

Additionally, my contributions have been mainly achieved by improving information flow within the facility with administration and coworkers.

After three years in patient service, I have a thorough understanding of every aspect of this function in a medical center setting. My current employer is very happy with my performance, but I view myself as somewhat of a troubleshooter, and so I am eager to consider new challenges.

If you are seeking a Nurse Assistant who stays abreast of her field, who understands technology, who earns 100% staff support, and who is as career-committed as it takes to achieve total success, then please consider what I have to offer. I would be happy to have a preliminary discussion with you or members of your committee to see if we can establish a mutual interest.

Thank you for the opportunity to apply for this position. I will call you within the week to answer any initial questions you may have, and to hear about your hiring process.

Sincerely,

Jill Smith
Enclosure

November 30, 2006

Mickey Mouse, Morris Construction
901 S. Haverhill Road
El Dorado, Kansas 67042

Dear Mr. Mouse,

Loretta Patterson advised me of a clerical position that's available at your company. From my enclosed resume, you will find that my experience meets the requirements you've outlined for the position.

As the former office assistant for a small business, I appreciate the importance of a following that comes from the recommendations of satisfied clients. I am considered a customer service assistant, which enables me to get along well with clients, supervisors, and co workers. My ability to work together in a team environment and maintain high morale among those I work with is a crucial factor in the success of the company.

On Monday, I'll call you to see when we can meet for an interview.

Sincerely,

Jill Smith
Enclosure

August 5, 2006

Mr. Tom Jones
The Musical Theatre of Dallas
555 N. Tyler
Dallas, Texas 78787

Dear Mr. Jones,

I was very thrilled to learn of your opening for the part of Anna in the production of “The King and I.” The position that you have open appealed to me and is exactly the position that I am looking for.

Your theatre has been highly recommended to me by my acting instructor, John Smith. He has appreciated your friendship and business relationship over the years and has advised me to forward my resume.

Currently a student at Butler County Community College in El Dorado, Kansas, I will complete my degree in musical theatre, with an emphasis in voice and ballet in the spring of 2007. I’m a member of the Theatre/Delta Psi Omega at Butler County Community College and have participated in many productions throughout my career.

Becoming a part of the Musical Theatre of Dallas would be an excellent opportunity for me and you will see by the enclosed resume how my qualifications will benefit your production. I will be contacting you early next week to set up an appointment and to discuss what I can offer you.

Sincerely,

Jill Smith
Enclosure

ACTION VERBS TO HIGHLIGHT YOUR ACCOMPLISHMENTS

accelerated	authorized	computed	designed
accessed	automated	conceived	detected
accommodated	awarded	concentrated	determined
accompanied		conceptualized	developed
accomplished	balanced	concluded	devised
accounted for	began	condensed	devoted
accumulated	bid	conditioned	diagnosed
achieved	blended	conducted	did
acknowledged	bolstered	confirmed	differentiated
acquired	boosted	conserved	digested
acted as	bought	consolidated	diminished
active in	briefed	constructed	directed
adapted	broadened	consulted	disbursed
added	brought	contacted	discovered
addressed	budgeted	contained	dispensed
adhered	built	continued	displayed
adjusted		contracted	disproved
administered	calculated	contracted	dissected
advanced	calibrated	contributed	distinguished
advised	catalogued	controlled	distributed
aided	categorized	convened	diverted
allocated	caught	converted	documented
alphabetized	caused	convinced	doubled
altered	chaired	cooperated	drafted
analyzed	changed	coordinated	dramatized
answered to	charted	copied	drew up
anticipated	checked	corrected	dropped
applied	chopped	correlated	
appointed	chose	corresponded	earned
appraised	clarified	corroborated	edited
approved	classified	counseled	educated
arbitrated	cleared up	counted	effected
argued	closed	crafted	elaborated
arranged	coached	created	elected
articulated	collaborated	criticized	eliminated
ascertained	collected	culminated	employed
assembled	combined	cultivated	enabled
assessed	commanded	cut	enacted
assigned	commended		encouraged
assimilated	commissioned	dealt	enforced
assisted	communicated	debated	engineered
assumed	compared	decided	enhanced
assured	compared	decreased	enjoyed
attained	compiled	defined	enlarged
attended	compiled	delegated	enlightened
audited	completed	delivered	enlisted
augmented	composed	demonstrated	ensured
authored	compounded	designated	entered

entertained		judged	
equipped	handled	justified	observed
established	hastened		obtained
estimated	headed	kept	offered
evaluated	heightened	kindled	opened
examined	helped	labored	operated
excelled	highlighted	launched	optimized
executed	hiked	lectured	orchestrated
exercised	hired	led	ordered
exhibited	housed	lessened	organized
expanded	hunted	licensed	originated
expedited		lifted	outlined
experimented	identified	limited	overcame
explained	illustrated	listened	overhauled
explored	imagined	litigated	oversaw
expressed	implemented	located	owned
extended	impressed	logged	
extracted	improved	looked	paid
fabricated	improvised		painted
facilitated	included	made	participated
familiarized	incorporated	maintained	perceived
fashioned	increased	managed	perfected
featured	indicated	manipulated	performed
filed	influenced	manufactured	persuaded
financed	informed	mapped out	piloted
fixed	initiated	marketed	pin-pointed
focused	innovated	mastered	pioneered
followed	innovated	maximized	placed
followed up	inspected	measured	planned
forecasted	inspected	mediated	played
foresaw	inspired	memorized	policed
forged	installed	merchandised	predicted
formulated	instigated	met	prepared
forwarded	instilled	minimized	prescribed
fostered	instituted	moderated	presented
founded	instructed	modified	prevailed
functioned as	insured	molded	prevented
furnished	integrated	monitored	printed
	interacted	motivated	processed
gained	interfaced	moved	procured
gathered	interpreted		produced
gave	intervened	named	proficient in
generated	interviewed	narrated	profited
governed	introduced	navigated	programmed
grabbed	invented	negotiated	progressed
graded	invested	netted	prohibited
graduated	investigated	neutralized	projected
greeted	isolated	nominated	promoted
grossed	itemized	normalized	prompted
guaranteed		notified	proofed
guided	joined	nurtured	proposed

prospected	reproduced	sorted	traced
protected	rescued	sought	tracked
proved	researched	sparked	traded
provided	researched	spearheaded	trained
publicized	resolved	specified	transferred
published	responded	speculated	transformed
purchased	restored	spoke	translated
put	restructured	sponsored	traveled
	resulted in	staffed	treated
qualified	retrieved	started	trimmed
quantified	returned	stated	tripled
questioned	revamped	stimulated	troubleshoot
quickened	revealed	stopped	tutored
quoted	reversed	straightened	typed
	reviewed	streamlined	
raised	revised	strengthened	uncovered
ramrod	revitalized	stressed	underlined
ran		stretched	underscored
rated	said	stripped	understood
realized	saved	structured	undertook
rearranged	saw	studied	underwrote
received	scheduled	submitted	unearthed
recognized	scouted	substituted	unfurled
recommended	screened	succeeded	unified
reconciled	scrutinized	suggested	united
recorded	searched	summarized	unraveled
recruited	secured	supervised	updated
rectified	selected	supplied	upgraded
redesigned	sent	supported	used
reduced	separated	surmounted	utilized
reevaluated	served	surveyed	
referred	serviced	synthesized	vacated
refined	set up	systemized	validated
reformed	shaped		vaulted
regulated	shifted	tabulated	verbalized
rehabilitated	shipped	tallied	verified
reinforced	shored up	targeted	volunteered
reinstated	shortened	taught	
related	showed	tempered	welcomed
rendered	sifted	terminated	widened
renovated	signed	tested	withdrew
reorganized	simplified	testified	won
repaired	sketched	thrived	worked
replaced	smoothed	tightened	wrote
replicated	sold	took	
reported	solidified	took over	
represented	solved	toured	

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