

Resume Guide



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Office: Administration Building 106A

What is a resume?

- An advertisement
- An individually designed document
- A highlight of your background
- Used by employers as a screening device
- Just ONE piece of the job search process

What's on Your Resume?

- **Identifying information:** Includes name, address, (permanent and temporary), telephone number, cell phone number and email. **Tip: Be sure you make your name stands out!**
- **Objective:** Short, specific statement that includes, position, industry, and relevant skills.
- **Education:** In reverse chronological order, this section includes the schools you have attended, date of graduation or dates of attendance, as well as degrees sought or completed. Other information that might be included: related coursework, scholarships and honors.
- **Experience:** This section includes not only paid positions, but also volunteer, clinical rotations and internships. Names and locations of employers and years of employment should be included. Descriptions should detail the level of responsibility and breadth of exposure. Be sure to stress any accomplishments or unique contributions you made. Possible headings: Related Experience, Leadership, and Qualifications.

Tip: Make sure to put all your work experience in reverse chronological order within each section

Language

Resume language should be succinct and expressive. Make the reader pay attention by using action verbs that convey measurable accomplishments and problem-solving skills.

- Use the minimum number of words necessary to convey meaning.
- Use precise action verbs to describe accomplishments and responsibilities.
- Avoid the use of "I"
- Use short sentences or phrases.
- Use parallel grammatical structures and consistent verb tenses.



**Career & Internship
Center**

Where you and your future meet!



We work in partnership with Iowa Works notifying you of employment opportunities

Begin by creating you profile:

- www.iowaworkforce.org
- Select register for work from the drop down service list.
- Once registered you will have access to over 13,000 Iowa jobs.

**Career & Internship Center
Administration Building 106
Phone: 641-422-4292
Email: kunzmtin@niacc.edu**

The Career & Internship Center can assist you with

- Locating job leads
- Completing applications correctly
- Critique cover letters, resumes and other job search correspondence.
- Mock interviews offer you the opportunity to have your interview skills critiqued and receive the inside tips for success.
- Sign up for Career Mail and receive career specific employment opportunities by email delivered to your inbox. Register online at our website or stop by the office and pick up a registration form.

Visit our website: www.niacc.edu/careercenter

- Offering additional information and links to assist you with your job search and locating employment opportunities.

Types of Resumes

Once you've have completed the resume worksheet, you're next task is to decide which type of resume fits you best.

Chronological

Focuses on the chronology of your work history by highlighting job titles, dates and places of employment. Demonstrates your stable work history, increasing responsibility and steady career progress. When preparing this type of a resume your work experience or your educational are listed in **REVERSE** chronological order. Start with your most recent employment or educational experience, and work backwards.

Functional

Focuses on skills, capabilities and accomplishments and less emphasis is placed on chronological order. Positions your experience positively if there are gaps in your work history or you have experience unrelated to your career objective.

Combined

Combines elements from both the chronological and functional formats. This is the most flexible format, allowing you to highlight those sections of your resume that are most relevant to your career objective.

Plain Text or ASCII Resume:

Is a modified version of your traditional resume. Does not have columns, bullets, bold or italics, substitute with (* - + =).

This resume style is to only be utilized for the following purposes:

- Emailing your resume to a potential employer making sure you incorporate it as part of the body of the email.
- Importing your resume into databases where employers may use a keyword search to find candidates who have specific qualifications or skills. The use of key words is critical to this type of resume.

Resume Sample: Chronological

Ina M. Working

123 Main Street
Mason City, Iowa 50401
641 555-5627
imworking@nomail.com

SKILLS SUMMARY

- 15+ years experience as a Certified Nurse Aide
- 10 years experience as a Certified Medication Aide
- Organized
- Detail oriented
- Certified in CPR

EXPERIENCE

- 20xx - Present **Certified Nurse's Aide / Medication Aide** - We Care For You, Mason City, Iowa
Provide for the general care of elderly patients. Administer patient medication according to medical direction. Bath, dress and assist with personal hygiene needs of patients. Operate Hoyer lift. Chart all intake and outputs. General cleaning of patient rooms and facility. Feed patients when necessary and transport to necessary activities.
- 19xx - 19xx **Production Worker** - Production Land, USA. Manly, Iowa
Removed finished clocks from assembly line. Visually inspected for defects and quality assurance. Packaged completed products for shipment. Removed faulty or damaged product from line and returned to defection product department.
- 19xx - 19xx **Counter Worker / Cashier** - Burger Heaven. Mason City, Iowa
Took and delivered customer food orders. Operated cash register and made proper change. Cleaned and sanitized restaurant cooking and eating areas.

EDUCATION

- May 19xx **Certified Medication Aide**
North Iowa Area Community College. Mason City, Iowa
- June 19xx **Certified Nurse's Aide, 120 Hours**
North Iowa Area Community College. Mason City, Iowa
- High School Diploma** - Mason City High School. Mason City, Iowa

Sample Reference Page: Be sure to copy your resume header, and follow the same formatting as your resume

Ina M. Working

123 Main Street
Mason City, Iowa 50401
641 555-5627
imworking@nomail.com

REFERENCES

Dorothy Ozz
Registered Nurse
We Care For You Nursing Home
2468 10th Boulevard
Mason City, IA 50401
Business: 641 555-0011
Residence: 641 555-1313
ozzd@provider.com

Michael Moore, Instructor (See note at bottom of the page)
North Iowa Area Community College
500 College Drive
Mason City, Iowa 50401
Business: 641 422-6423
Residence: 641 555-4663
MichaelMoore@niacc.edu

K. D. Rock
Radio Personality
KLIB FM
9360 Waves Highway
Clear Water, AZ 08896
Business: 309 555-7236
Residence: 309 555-6463
rock@klibfm.org

When using NIACC Faculty as references, be sure to ask them how they prefer to be contacted during semester breaks and during the summer when they may not be teaching.

Sample Resume: Chronological

Larry Loandue

1301 Westside Lane
Capetown, IA 50000

Home (641) 555-1234
Message (641) 420-7329
E-mail lloandue@isp.com

Objective Licensed Practical Nurse

Related Experience

June 20xx - Present St. Luke's Hospital Somewhere, IA
Nurse Tech Float

- Provide direct patient care, treatments, and other duties complimenting the nursing staff.
- Work on every station in the hospital.

May 19xx - May 20xx Haven Homes Nursing Home Minneapolis, MN
Nurse Aide

- Primarily worked night shift, providing direct care to skill-care patients.
- Within one month, promoted to intermediate care area providing direct care to 50 residents under the direct supervision of a registered nurse.
- Worked a variety of shifts enabling me to carry out reality classes and assist with other patient activities.

Education

May 20xx North Iowa Area Community College Mason City, IA
Diploma, Licensed Practical Nursing

Completed clinical rotations in:

Medical/Surgical	Orthopedics
Psychiatric	Oncology
Geriatrics	Pediatrics
Obstetrics	

Licenses & Associations

- NIACC Nursing Club (Vice President)
- Volunteer First Aid Instructor, American Red Cross

Functional Resume Sample

Lucky Job

luckyjob@yahoo.com

Home: 515-845-8974 School: 654-578-8745

Home Address

4225 Jackpot Avenue
Tampa, FL 23343

Campus Address

500 College Drive #5D
Mason City, IA 50401

Objective: Seeking a Registered Nurse position in a long-term care setting

Education: North Iowa Area Community College, Mason City, IA
Associate Degree Nursing, May 20xx GPA: 3.95

Student Clinical Experience: **Six West**, Mercy Medical Center- North Iowa, Mason City, IA
Family Centers of Iowa, Hampton, IA
Children's Hospital, Ames, IA
Participated in a health care team to plan and provide quality patient care
Worked in critical care unit with respirators, IV's and sterile environment
Conducted head to toe assessment of patients
Accessed and monitored patient status and provided personal care
Administered medications as ordered by physician
Evaluated patient knowledge and provided education as needed
Interacted with patients families to promote a supportive environment
Established climate fostering privacy and individuality

Related Experience

Summer 20xx Cardiac Telemetry Unit, St. Luke's Hospital, Ames, IA
Nurse Intern
Planned and provided nursing care for patients under supervision of RN

June 20xx Vision and Hearing Screenings, AEA North Central Iowa, Clear Lake, IA
Volunteer

Other Experience **Resident Assistant**, Tufts Hospital, Tampa, FL
Student Worker, Tufts Hospital, Tampa, FL
Receptionist/Clerk, Tufts Hospital, Tampa, FL

Activities Phi Theta Kappa Member
President, ADN Nursing Club, North Iowa Area Community College

Functional Resume Sample

Collin Richards

2346 Broadway
New York, New York 10025
555 662-4743
cdrichards@yahoo.com

VIDEO ENGINEERING

- Manage quality control in production and post-production.
- Coordinate video content of news broadcast, soap operas and special events.
- Operate and maintain studio equipment including BVE 5000 editors, BVH 2000, BVU 800 and BVW 10 machines.
- Supervise design and installation of state of the art Online Edit Suite.
- Perform live, on-air switching and creation of video effects.

SUPERVISION AND MANAGEMENT

- Assign and manage all studio projects.
- Supervise and train video technicians.
- Evaluate all new potential equipment purchases.
- Coordinate with all production operation divisions.

EDITING

- Supervise machine-two edits, dubbing and screening.
- Edit and reformat programs.
- Instruct members of NABET Local 15 in videotape editing.

EMPLOYMENT HISTORY

20xx – Present **Senior Video Engineer** – American Broadcasting Company
New York, New York

19xx – 20xx **Director of Engineering Operations** – Carob Video
New York, New York

19xx – 19xx **News Anchor and Editor** – KIMT News Team 3
Mason City, Iowa

EDUCATION

FCC Certification – RCA Television Institute
New York, New York

Bachelor of Fine Arts – New York Institute of Technology,
New York, New York

Associate of Arts – North Iowa Area Community College
Mason City, Iowa

Sample Reference Page: Be sure to copy your resume header, and follow the same formatting as your resume

Collin Richards

2346 Broadway
New York, New York 10025
555 662-4743
cdrichards@yahoo.com

PROFESSIONAL REFERENCES

Les Nessman
News Editor
KWRP
100 Radio Tower
Cincinnati, OH 45205
555 972-7234
nessman@kwrp.com

Ted Baxter
News Anchor
WGM TV
946 Hastings
Minneapolis, MN 55406
555 946-1871
tbaxter@wgmtv.org

Herb Tarlic
Sales Manager
KWRP
100 Radio Tower
Cincinnati, OH 45205
555 972-7237
Herb.tarlic@kwrp.com

Combination Resume Sample

Sue Smith

2000 260th Street
Somewhere, IA 50458

Home Phone: 641-515-5323
Cell Phone: 641-510-3135
ssmith@provider.com

Objective

Certified Medical Assistant

Skills

- Training and experience in administering injections and checking blood pressure, weight, respirations, and temperature of incoming patients.
- Familiar with office procedures such as scheduling, telephone etiquette, filing and operation of various office equipment.
- Familiar with Microsoft Word and Excel.
- 4 years customer service experience.
- Experienced in working in a fast-paced environment with a variety of customers.

Education

Expected May 20xx	North Iowa Area Community College Diploma, Medical Assistant	Mason City, IA
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Experience

Jan 20xx – Present	Woman's Health Center Medical Assistant Externship	Mason City, IA
July 20xx – Present	Bread House Grill Waitress	Mason City, IA

Honors/Activities

- 4-H - Member 9 years, 20xx-20xx Vice President, 20xx Leadership Award
- High School Leadership Program - Member 4 years
- North Iowa Saddle Club Association - 20xx Sportsmanship Award

Certifications

- Nationally Registered Certified Medical Assistant
- Certified Nurse Aide
- CPR Certified

Combination Resume Sample

Sally Newman

83759 Archer Terrace, San Francisco, California 94115

451-555-1000

snewman@provider.com

OBJECTIVE

Full time daycare administrator position

OFFICE SKILLS

- Organize material and information in a methodical way
- Demonstrated accuracy, attention to detail and ability to work well in a team environment
- Demonstrated record of high performance standards, including attention to schedules, deadlines, budgets and quality work

EMPLOYMENT

20xx – Present
School

First Grade Teacher, Daycare Administrator – All-Bright Elementary

San Francisco, California

- Conduct classes for 30-40 students
- Focus on teaching the alphabet, communication and presentation skills
- Plan and organize field trips to the zoo, local businesses and parks
- Founded and conduct an after-school community daycare center for children with special medical conditions
- Provide nutritious snacks, toys and attentive supervision to 15 children between the ages of five and eight

20xx – 20xx

Special-Education Elementary Teacher – Tortoise Elementary School

San Francisco, California

- Developed and implemented curricula for dyslexic, hearing and vision impaired elementary school children and provided the community with current research
- Created a performing arts program, focused on providing rewarding learning experiences for children with special needs

EDUCATION

Bachelor of Arts; Major-Education, Minor-Child Development

San Francisco State University, San Francisco, California

GPA: 3.9, Graduated with Honors.

Made Dean's Honor list eight consecutive semesters

Combination Resume Sample

Maya Rentsdue

1301 Westside Lane
Capetown, IA 50000

Home: 641-555-1234
Message: 641-420-1329
Email: mrentsdue@isp.com

Objective Physical Therapist Assistant.

Skills & Abilities

- Training and experience in implementation of a patient's plan of care with demonstrated ability to follow written and oral instructions.
- Administration of various modalities and exercises for shoulder, knee, hip, cervical and back injuries.
- Providing patient instruction in the use of assistive devices such as walkers, canes, and crutches as well as gait training, and flexibility and strengthening exercises.
- Friendly with excellent customer service skills.

Employment History

February 20xx-Present	We Care For You Memorial Hospital Physical Therapist Assistant, Intern	Anytown, Iowa
December 19xx-February 20xx	Great Big Super Store Cashier	Mason City, Iowa
May 19xx- December 19xx	Production Land Production Worker	Capetown, Iowa

Education

May 20xx	North Iowa Area Community College Associate in Applied Science, Physical Therapist Assistant	Mason City, Iowa
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Maya Rentsdue

1301 Westside Lane
Capetown, IA 50000

Home: 641-555-1234
Message: 641-420-1329
Email: mrentsdue@isp.com

References

Dr. Ursula B. Better
Physician
Doctors' Plaza
76 4th Avenue N. E.
Marble Rock, IA 50000
Business: (641) 397-9876
drbetter@doctorsplaza.com

Edward Teach, Instructor (see note at bottom of the page)
North Iowa Area Community College
500 College Drive
Mason City, IA 50401
Residence: (641) 423-0000
Business: (641) 422-0000
teach@niacc.edu

Frosty T. Snowman
Sales Representative
North Iowa Ice
111 1st Street
Mason City, IA 50000
Cellular: (641) 430-1111
Frosty.snowman@nii.org

When using NIACC Faculty as references, be sure to ask them how they prefer to be contacted during semester breaks and during the summer when they may not be teaching.

Amy Matthews

Harvard University
Box C-23123
Cambridge, MA 02138
Phone: 617-555-1849
E-mail: amattthews@harvard.edu

Sample: Plain Text or ASCII Resume

OBJECTIVE

Health management position utilizing my education and skills with a growing firm.

QUALIFICATIONS SUMMARY

Several years experience and education in health management, leading to the development of communications, client relations, order processing, interpersonal, accounting, marketing, health policy, leadership, and management skills.

SYSTEMS SKILLS

Microsoft Office, HTML/Web publishing, WordPerfect, PageMaker.

EDUCATION

B.S., Harvard University, Cambridge, Massachusetts
--Major: Health Sciences
--Minor: Management

RELEVANT COURSES

Human Anatomy & Physiology I
Human Anatomy & Physiology II
Health Policy
Organizational Analysis and Health Care
Health Care Management
Human Resource Management

HEALTH MANAGEMENT EXPERIENCE

-Assistant to the Director, Stacey G. Houndly Breast Center Foundation.
-Public Health Representative, Cambridge Area Public Health Administration.
-Coordinator, Harvard University Public Health Awareness Week, 2004, 2005.

COMMUNICATIONS EXPERIENCE

-Solicited donations from Harvard alumni and parents for Harvard University while serving as a phone-a-thon caller on several occasions.
-Honed interpersonal communications while volunteering for a political campaign through distributing literature door-to-door, fielding questions, and making phone calls to local constituents.

MANAGEMENT EXPERIENCE

-Knowledge of all back office functions, including employee relations and routine accounting.
-Dealt with client relations, order processing, and routine upkeep of the business.
-Managed customer relations by coordinating efforts between customer needs and group personnel.
-Designed market research analysis and projects for client.
-Presented market research results to client with suggestions for implementation of results.

LEADERSHIP

-Participated in Youth Leadership Boston, a group dedicated to the development of leadership skills through various programming activities.
-Served as Formal/Social Coordinator for my sorority program council.
-Elected Vice President of Risk Management for Pan-Hellenic, which is a group that governs over and coordinates education programming for Harvard's Greek system.

Does your resume pass the test?



Make sure your resume...

- Includes only relevant information
- Contains action verbs
- Stresses skills and accomplishments over duties
- Highlights your qualifications
- Includes specific info: figures, dates, and numbers
- Supports your purpose or objective



Evaluate the appearance of your resume

- Does it have an attractive layout?
- Contain white space?
- Use a readable font size?
- Clearly defined headings?
- Use an appropriate style?
- Important items stand out using spacing or highlighting?
- Maintain consistency throughout (e.g. dates, verb tenses and state abbreviations)?



Proofread, Proofread, Proofread!

- As a general rule, one page is the recommended length. This may vary if you have extensive experience.
- Use fonts without serifs such as Helvetica, Bookman, Arial or Times New Roman.
- Use a recommended font size of 10-12 points.
- Avoid script and underlying; and utilize boldface and italics which are more acceptable.

Action Verbs By Skill Category: Tip: Circle all of the words relevant to your experiences, and then use them in your resume!

Management skills	Communication skills	Clerical or detailed skills
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated

Research skills	Technical skills	Teaching skills
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated

Financial skills	Creative skills	Helping skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

Additional list of action words

Achieved or Accomplished

Achieved	Earned	Improved	Spearheaded
Accomplished	Expanded	Pioneered	Surpassed
Acquired	Halved	Reduced (losses)	Strengthened
Demonstrated	Helped	Resolved (problems)	Transformed
Doubled	Increased	Reinforced	Tripled
Won			

Administrative Duties

Approved	Dispatched	Operated	Recorded
Arranged	Executed	Organized	Retrieved
Catalogued	Generated	Prepared	Screened
Classified	Implemented	Processed	Specified
Collected	Inspected	Persuaded	Systemized
Complied	Monitored	Purchased	Tabulated
Validated			

Communication Skills

Addressed	Developed	Interpreted	Publicized
Arbitrated	Directed	Lectured	Reconciled
Arranged	Drafted	Mediated	Recruited
Authored	Edited	Moderated	Spoke
Collaborated	Enlisted	Negotiated	Translated
Convinced	Formulated	Persuaded	Wrote
Corresponded	Influenced	Promoted	

Creative

Acted	Directed	Instituted	Planned
Conceptualized	Established	Integrated	Revitalized
Created	Fashioned	Introduced	Shaped
Customized	Founded	Invented	Originated
Designed	Illustrated	Developed	Initiated
Performed			

Financial Responsibilities

Administrated	Balanced	Forecast	Planned
Analyzed	Budgeted	Marketed	Projected

Helped or Assisted

Advocated	Coached	Educated	Guided
Assessed	Counseled	Expedited	Motivated
Assisted	Demonstrated	Facilitated	Referred
Clarified	Diagnosed	Familiarized	Rehabilitated
Represented			

Made

Activated	Constructed	Established	Invented
Built	Create	Formed	Set up
Composed	Designed	Formulated	Started
Conceived	Developed	Founded	

Management

Administrated	Calculated	Evaluated	Planned
Allocated	Chaired	Executed	Prioritized
Analyzed	Computed	Forecasted	Produced
Appraised	Consolidated	Improved	Projected
Assigned	Contracted	Increased	Recommended
Attained	Coordinated	Managed	Researched
Audited	Delegated	Marketed	Reviewed
Balanced	Developed	Organized	Scheduled
Budgeted	Directed	Oversaw	Strengthened
Supervised			

Planned

Calculated	Coordinated	Maintained	Projected
Collaborated	Expedited	Programmed	

Researched

Clarified	Examined	Interpreted	Reviewed
Collected	Extracted	Interviewed	Summarized
Diagnosed	Identified	Investigated	Surveyed
Evaluated	Inspected	Organized	Systematized

Resolved Problems

Adapted	Controlled	Investigated	Reconciled
Advised	Corrected	Managed	Recommended
Analyzed	Defined	Monitored	Resolved
Assisted	Influenced	Negotiated	Settled
Clarified	Interpreted	Overcame	Solved

Responsibility

Controlled	Hired	Motivated	Scheduled
Directed	Influenced	Negotiated	Secured
Evaluated	Inspected	Oversaw	Selected
Financed	Instructed	Promoted	Supervised
Guided	Interviewed	Recruited	Taught
Handled	Led	Reported	Trained
Headed	Represented		

Teaching Skills

Adapted	Coordinated	Evaluated	Instructed
Advised	Demystified	Explained	Persuaded
Clarified	Developed	Facilitated	Set goals
Coached	Enabled	Guided	Stimulated
Communicated	Encouraged	Informed	Trained

Technical Skills

Assembled	Designed	Maintained	Remodeled
Built	Devised	Operated	Repaired
Calculated	Engineered	Overhauled	Solved
Computed	Fabricated	Programmed	Upgraded