

Resume Development :

Resume heading:

- × Your Name (typically between 14-18 point font)
- × **Current** and **permanent** addresses including phone numbers
- × Email (make sure it is a **professional and something you check regularly**)

Objective: (Make sure it is catered to the position they are applying for!!!!)

- × Describe the position they want and the qualifications they have in the position description.
- × Should be clear, concise and readable within 30 seconds
- × **DO NOT** be vague (focus on what you bring a potential employer)

Examples:

- Accounting position where strong organizational skills, attention to detail, and producing timely results rewarded.
- Seventh grade mathematics teacher creating a positive, cooperative, and student-centered classroom environment while implementing dynamic instructional strategies.
- Intern at ABC company applying knowledge of biology to a real world setting

Profile Section: (Some people write a brief profile/summary with their strengths listed in bullets)

Profile examples:

- Proven work ethic and high level of responsibility
- Ability to work independently, within a team, and supervise others
- Experience effectively handling and coordinating multiple tasks
- Ability to make quick and accurate decisions
-

Education:

- × Bachelor of Arts Degree in Social Work (name of degree/major)
- × Certificates/minors
- × Wartburg College, Waverly, Iowa
- × Graduation Date (i.e. May 2007)
- × GPA (put on your resume if above 3.0 CUM)

Other headings:

- × Relevant Experience (experiences relating to their major)
- × Relevant Coursework
- × Work Experience (other experiences not related to their major)
- × Volunteer Experiences (if they have many)
- × Internship Experience
- × Campus Involvement (i.e. student senate, ETK, etc)-list if they held certain offices/positions
- × Honor/Awards (scholarships, Dean's list, honor societies)

References:

- | | |
|-----------|---------------------------|
| × Name | × Phone |
| × Title | × Email |
| × Company | × Relationship (optional) |
| × Address | |

****Make sure they ASK the person before listing them as a reference!****

Examples of descriptors of common positions:

Camp Counselor:

- × Provided care for...
- × Prepared Bible studies, ice breakers...
- × Motivated campers
- × Organized/planned activities...

Waitress/Food Service:

- × Prepared...
- × Served guests in a friendly, helpful manner
- × Directed other employees...
- × Performed under a variety of conditions
- × Multi-tasked...

Factory/Construction:

- × Worked in a team environment
- × Communicated with people from a variety of backgrounds
- × Operated...
- × Performed on a time schedule...

Athletics:

- × Honors (such as conference champs)
- × Developed leadership, communication, teamwork skills
- × Participated...

Formatting Tips:

- × Make sure all dates are lined up and headings are consistent
- × Refer them to another peer next time to get a new set of eyes looking at it
- × Once the student is a third year, **high school experiences** should not be listed unless relevant
- × Have the students think about a **cover letter**-it quite possibly needs more work than a resume
- × Target the resume to the **specific position**
- × Print in black ink on **QUALITY** paper-available at the copy center
- × Be consistent with **fonts**
- × Margins should be .8-1 inch on all 4 sides
- × Use **bold**, underlining and **CAPITALIZATION** to highlight information

Additional Resume Resources:

- × Resume worksheet in kiosk,
- × Black binders with examples of resumes by major area in the resource library
- × *Resume Magic* book in resource library,
- × **ACTION VERBS** handout in the kiosk
- × Appointment with Peer
- × Appointment with Derek

Coaching:

- × Motivated...
- × Demonstrated...
- × Coached (type of player)

Student Teaching:

- × Communicated with parents
- × Developed lesson plan/unit
- × Created/implemented unit
- × Conducted a case study

Resident Assistant:

- × Planned and directed programs to orient students to community living
- × Counseled individual needs
- × Utilized conflict management skills

Internship:

- × Prepared reports...
- × Supported staff...
- × Produced materials...
- × Coordinated a project...