



WRITING A JOB-WINNING RESUME



Introduction to Resumes

- Purpose of Resume
 - Introduce yourself (sell yourself)
 - Secure an interview
- Focus of Resume
 - You can do the job
 - You have produced results
 - You will be a high performer



Writing Your Resume

Homework:

Complete the Resume Worksheet



Components of a Resume

- Heading
- Objective statement
- Education
- Work history/volunteer experience
- Skills/abilities
- Additional information
- References



Heading

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Job Objectives

- Your job objective statement should be as concise as possible.

Here's what employers need to know:

- The area of work ("Marketing," "Sales").
- The title, if you know it ("Manager," "Sales Representative").
- Areas of specialization ("with an emphasis on new business development," "focusing on graphic design"). This should be used only if a simple objective statement needs to be more clearly defined. In most cases it isn't necessary.



Job Objectives

1. Anything in factory

No. Is too general...does not indicate if you want to do janitorial, be the president of the factory, or be a machine operator, for example

2. A position as a Hotel Operations Manager with the goal of increasing market share and outperforming the competition through excellent guest service and innovative management strategies

Yes. Is specific...demonstrates what you can do for the employer



Job Objectives

3. A full time clerical position that will assist in expanding my knowledge, strengthening my skills and broadening my perspective in the specialized field of word processing while also accomplishing the objectives and expectations of my employer

***NO. Is too wordy...gives the impression:
"What's in it for me?"***

4. To contribute my proven sales and marketing abilities to a competitive advertising firm interested in growth

***Yes. Clearly states your skills and how you can
benefit the company***



Job Objectives

5. A responsible, challenging position in an advertising agency that will allow for advancement and eventual relocation to the West

No. Focuses too much on what the employer can do for you...is not appropriate to indicate your plans to relocate, much less expect the employer can accommodate these goals

6. A position as a sales coordinator, providing project coordination and outstanding customer relations

Yes. Is specific...indicates your abilities and how you might benefit the employer



Objective Samples

Career Objective

To obtain a position as a Support Specialist allowing me to use my skills in the fields of computer science and management information systems

Objective

An opportunity to obtain a loan officer position, with eventual advancement to vice president for lending services, in a growth-oriented bank

<http://www.argus-tech.com/resume/resume-s.htm>



Education

Clinton High School

Clinton, Missouri

Anticipated graduation May 2008

- Elective courses taken: Creative Writing, Spanish I and II, Concert Choir, Software Applications, and Accounting I
- Microsoft Office Specialist Expert certification in Word and Excel
- International Club and Varsity Girls' Fastpitch

Clinton High School

Clinton, Missouri

August 2005 – present

G.P.A.: 9.5 on 12.0 scale

Credits: 28 credits earned, 24 required for graduation



Work Experience - Position

Automating Peripherals, Inc.

Clinton, Missouri

October 2004 - present

Customer Service Representative

- Directed and responded to incoming help desk calls from clients using inventory control software
- Exceeded department goal in response time for client service calls by an average of 20% in hours per client
- Awarded Employee of the Month, February, 2005



Work Experience - Skills

Quick Mart - Cashier

Clinton, Missouri

October 2007 - present

- Regarded as one of the fastest cashiers in the store, quickly and accurately processing orders at checkout while developing rapport with customers.
- Informed by repeat customers that they search for my register in order to enjoy a fast, hassle-free checkout
- Maintained perfect attendance for eighteen months
- Quickly learned optical price scanner system and keep up-to-date on feature-priced items and coupon deals
- Actively promoted the store's United Charities donation drive, helping the store raise \$125,000 during three-month campaign
- Cultivated repeat and referral business through excellent customer relations



Work History - Description

Aurora Medical Group

Clinton, Missouri

January 2008- present

Assistant to office manager in highly visible role including patient registration, medical records management, and staff assistance. Interact daily with patients, office personnel, and medical staff. Job responsibilities increased to include report production and distribution.



Volunteer Experience

Washington County Humane Society

Clinton, Missouri

Adoption Counselor

July 2007 – December 2007

- Educated prospective adopters about animal behavior and training, the medical, nutritional, grooming and exercise needs of pets
- Informed prospective adopters about humane society policies and procedures
- Assisted adopters in selecting a pet
- Volunteered twice a month
- Attended special orientation sessions



Job-Related Skills

- Data
- People
- Things
- Ideas



Skills/Abilities

Skills

- Excellent time management skills developed through working 25 hours per week while a full time student
- Developed leadership skills by serving as a community assistant responsible for 40 residents
- Knowledge of Windows Professional XP, Microsoft Office XP, and Adobe Photoshop CS



Community Service

Henry County Food Pantry

Clinton, Missouri

November 2007 - present

- Sort and organize food donations every third Saturday of month
- Transport surplus stock from local grocery stores to Hartford Food Pantry



Hobbies/Leisure Activities

Other Interests

- Intramural basketball
- Snowmobiling
- Country Clover 4-H
- Pottery
- Woodworking
- Cycle racing

Additional Interests

- Participate in intramural basketball league at Clinton High School, 2003-04 and 2004-05
- Designed and created pottery through Country Clover 4-H entered in Missouri State Fair, 2006 and 2007



Awards/Honors

Awards

- Outstanding Defensive Player, Clinton High School Boys' JV Basketball, 2006
- Art Student of the Month, October 2004, Clinton High School

Honors

- Representative for Clinton High School at Missouri Boys' State, Summer 2007
- Honor Roll, Semester 1, 2007-08, Clinton High School
- High Honor Roll, Semester 2, 2006-07, Clinton High School



References

- May Include on separate page if necessary
- Provide variety
- Include work address unless retired or works from home
- May want to include relationship/job title
- **MUST ASK PERMISSION**



References - Samples

References

Mr. Keith McMahan, Shift Manager

Quad Graphics
1900 W. Ohio Street
Clinton, MO 64735
660-885-1000
keith.mcmahan@qg.com

Mrs. Jeanette Long, Business Teacher

Clinton High School
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Mr. Mike Long, Football Coach

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