

How to Write a Resume



What is the purpose of a resume?

- It's a way to present what you have to offer an employer on paper
- It contains all positive information
- It highlights *your*:

Skills Education Work Experience
Talents Languages spoken
Awards received Achievements

Information to include

- **Contact Information**
(name, address, email, phone)
- **Skills you can offer**
- **Training or Education**
 - **Work Experience**
 - **Languages spoken**

What to exclude:

- **Personal Information**
(height, weight, race, gender, etc.)
- **Any negative information**
- **Spelling errors, mistakes, inconsistencies**
- **Spelling errors, mistakes, inconsistencies**
It's worth repeating

Acceptable Language Use

- When describing your job duties start with an **Action Verb**- not a pronoun (~~planned, etc.~~)

examples of action verbs

Planned

Assisted

Designed

Completed

Created

Computed

Invented

Constructed

Produced

Prepared

Describing your experience

- Try to be as concise as possible
- Quantify your achievements in terms of percentages, \$ amounts, or time to make your accomplishments more concrete
- Use language that is energetic

Examples:

- Managed 12 employees as a summer supervisor
- Reduced department's expenses by 15 percent
- Graduated in top 10% of class
- Developed/conducted tests to evaluate product safety levels and eliminate hazards.

Which is better?

- 1. I helped take down invasive plant species for a better environment at the Charles River*
- 2. Helped to rid parts of the Charles River of invasive plants species*

#2 is better. You do not need to use “I”, and it’s more concise



Which is better?

1. Helped children with their outerwear and footwear
2. Informed parents of their child's progress and accomplishments.

How to list your dates of Employment or Education?

Reverse Chronological Order --- Most recent first and work backwards

Example:

Summer 2012 **Harvard Book Depository**

- Applied security strips to books and packaged them
- Prepared books for library distribution

Summer 2011 **Staff, Margaret Fuller House, Cambridge MA.**

- Supervised camp participants, ages 7-14, in recreational activities

Summer 2010 **Entrepreneur Program participant, King Open School,
Cambridge MA**

- Worked with others to form a business plan to learn more about entrepreneurship

Using Graphics & Design



- **Graphics should be subtle-not overpower the resume**
- **Should support the message of the resume**
- **Add creativity**
- **Especially desired in creative fields**

Example: 1

- ✓ Uses a graphic design
- ✓ Has a unique style
- ✓ Has headings to identify key categories
- ✓ It's easy to find information

Education & Training listed



CHILDCARE TRAINING

EARLY CHILDHOOD EDUCATION
Business Career College
Sep 20XX – Jul 20XX

Earning a high 'B' average in this intensive and practical 44-week program that includes a one-week midterm practicum and a three-week final practicum, in addition to the following courses:

- Introduction to Early Childhood Education
- Community, Family and Support
- Behaviour Management
- Activity Planning and Implementation
- Indoor and Outdoor Safety
- Communicating with Children
- Developing Educational Programs
- Child Growth and Development
- Drama and Creative Expression
- Artistic and Creative Development
- Health, Safety and Nutrition
- Psychology of Play
- Language Lessons
- Children and Music
- Math and Science
- Social Studies & English
- Daycare Operations
- Professional Development

MARGARET CHOW

Early Childhood Educator

Home Phone / Cell Phone / Email Address
Mailing Address

CHILDCARE EXPERIENCE

KIDS CORNER DAYCARE, City Sep 20XX – present
Work with eight other daycare staff supervising up to 30 children, aged 4 to 10. Prepare and distribute snacks, communicate with the public on the phone and in person, update parents on progress, accomplishments and concerns, assist children with outerwear and footwear, plan and implement play activities, and clean/prepare the centre for the next day.

CHERISH BEARS, City Aug 20XX – Dec 20XX
Hosted birthday parties with up to 12 children at a time, aged 3 to 12. Managed all aspects of the parties including bear playtime, taking pictures, teaching and singing theme songs, playing games and processing cash/credit/debit payments. Also merchandised the sales floor with stock from the backroom, and assisted all guests with questions or concerns.

TANIA'S TREEHOUSE DAYCARE, City Mar 20XX – Jun 20XX
Volunteered three days per week in a centre with 20+ children. Worked closely with seven other staff members, supervised children, prepared and distributed snacks, and facilitated an arts & crafts exercise.

ART PALLADIUM, City Jul 20XX
Volunteered to work with up to 60 children in the Summer Art Program. Helped teachers with classroom organization, assisted students with projects, escorted them to classes and supervised them during breaks.

ADDITIONAL EXPERIENCE

Cheshire Florists, City *Florist Assistant* Aug 20XX – May 20XX
Carlton Bakery, City *Server/Cashier* Aug 20XX – Oct 20XX

ADDITIONAL QUALIFICATIONS

Bilingual – fluent in verbal and written Chinese and English.
Graduated with a High School Diploma from Barrie High in 20XX.
Elected chairperson of high school graduation committee.
Earned Food Safe Level One certificate in Foods 11 course.
Proficient with both Windows and Mac operating systems.
Recently passed a Criminal Record Test.

Contact information

Work Experience

Good use of action verbs, but would be even better if bullets were used to separate accomplishments /duties

How many errors/inconsistencies can you find below?

Count all the errors.

There is at least 1 error in each line.

1. 15 Appleton st Cambridge, Mass. 02138
2. Work experience
3. Mayors' Summer Youth Employment Program
4. Landscaper assistant
5. Cleaned parkareas
6. Child Care worker
7. Supervised children in camp ages 3-5

Total # of mistakes found: _____

Corrections:

1. 15 Appleton **St., Cambridge MA** 02138 5 errors
2. Work **E**xperience 1 error
3. Mayor**r's** Summer Youth Employment Program 1 error
4. Landscaper **A**ssistant 1 error
5. Cleaned **park areas** 1 error
6. Child Care **W**orker 1 error
- 7. S**upervised children in camp, ages 3-5 3 errors

Total: 13 errors

*If you found at least 10 errors, Congratulations! You are a good proof reader.
Make sure that you capitalize properly and use correct punctuation*

Ask yourself....Is it

- EASY TO READ?
- CREATIVE?
- ERROR FREE?
- ATTRACTIVE?



Created by Mrs. Clare Garman
RSTA Career Counselor
Room 1308

Helpful Resume Links

- <https://www.wetfeet.com/articles/it-s-how-you-say-it-use-of-language>
- <http://www.dailywritingtips.com/resume-writing-tips/>
- <http://www.careeronestop.org/ResumesInterviews/ResumesInterviews.aspx>