

SUNY ORANGE

Office of Career & Internship Services

“Your Portal To Career Success”

presents

YOU CAN DRAFT



A RESUME!

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WHAT IS A RESUME?

A resume is a summary of your experience, education, skills and qualifications for a specific job objective. It is a marketing tool which an employer reads, even before meeting you! The purpose of the resume is to create enough interest in you so that you are called for an interview!

GENERAL GUIDELINES

Here are several points to remember when writing a resume:

1. There is no one perfect way to write a resume. One size does not fit all.
2. A resume is read in approximately 30 seconds, so be sure to prioritize the order in which the information is presented.
3. Don't be surprised if you must write several drafts. Write down all of your experience on paper and revise it later.
4. The organization must be reader friendly: spacing, layout, and headings must be visually appealing.
5. Use **bold**, *italics*, and underlining for emphasis.
6. Use font size 11 or 12 for your resume. You may use a font as small as size 10, especially when you need to fit a lengthy history into two pages. A font style such as Times New Roman or Arial is easy to read.
7. Consistency is important: if you italicize one job title, italicize all of them.
8. Do not abbreviate except for states, college degrees.
9. Include all experiences related to the job objective even if they were volunteer experiences.
10. Remember that your resume must be attractively presented; must have a sense of direction, professionalism, and honesty; must focus the reader on your strongest points as well as your career goals.
11. The best resumes are customized to each position you are seeking.

PROPER LENGTH

The old rule that a resume must be one page does not follow. Resumes for teaching or human services positions such as nursing and psychology are often more than one page. Student teaching experiences, clinical experiences, and other forms of professional training cannot be limited to a one page resume. If a resume must take up more than one page, it should fill up at least half of that second page. Be sure that your name is at the top of the second page, along with Page 2. If your resume is to be scanned, key words and phrases are essential to qualify you for the position you are seeking. This will make your resume longer than one page.

RESUME STYLES

Chronological Resume: This is a summary of your work experience, lists your past jobs in date order with the most recent job first. It organizes your professional experience around past positions and employers. It includes the name of the organization, the location (city and state), dates of employment, job responsibilities, duties and accomplishments in terms of benefits to the employer. For each job you list, you include between 3-5 major duties and begin each bulleted sentence with an action verb.

The chronological resume is preferred by employers and should be used if you:

- Have a history of employment that show stability
- You've been working in the same field for awhile
- You've had a steady upward progression of titles and levels of responsibility
- You have not been a job-hopper

The disadvantage of using a chronological resume is that this format places emphasis on employment gaps. In addition, this style has no flexibility in presenting your transferable skills when you are changing careers or when related work experience is minimal.

Hybrid Resume: This resume combines the skills section of the functional resume and the employment history of the chronological resume. The employment history is a short summary of your past employers, their name, location, and your job title. If you have a solid work history, include the dates of employment as well. Employment History follows immediately after the skills section.

We recommend that career changers with a solid work history use a hybrid (combination) resume, which allows you to take the best parts of both functional and chronological formats and helps to position yourself in as positive a light as possible.

Internships should be considered work experience and placed in the Work Experience section of the resume, however, you must indicate that it is an internship.

Functional Resume: This format re-arranges your employment history into sections which highlight your skills and accomplishments. It allows you to emphasize your skills and eliminate the tendency to repeat similar experience. It is a summary of your work experience organized around skill areas. Skill areas are used as section headings. Limit your skill headings to no more than five and use only skill headings that support your objective. Examples of skill areas include:

Accounting and Budgeting
Advertising and Marketing
Counseling and Advising

Management and Coordination
Supervision
Teaching

Under each skill area you list the duties and specific job tasks performed and any accomplishments which demonstrate your proficiency. Bullet each duty, job task and accomplishment and begin each bulleted sentence with an action verb.

We recommend that you use a functional resume if:

- A. You are changing careers
- B. You have noticeable gaps in your employment history
- C. You don't have a great deal of experience related to the position you seek.

CHRISTINE LIN

20 Colonial Drive, Apt. A
New Paltz, NY 12561
(845) 255-0000
ln98@cs.newpaltz.edu

- OBJECTIVE** A position that will utilize my skills in computer programming
- EDUCATION** **B.A. Computer Science**, December 2006
State University of New York, New Paltz
Major GPA: 3.3
- A.A. Computer Science**, June 2002
Dutchess County Community College, Poughkeepsie, NY
Major GPA: 3.4
- SKILLS** Proficient in C/C++, PERL, JAVA, VISUAL BASIC, HTML
Experienced in UNIX systems administration
Familiar with Windows 97, 98, 2000, DOS, Macintosh,
Microsoft Office Suite (Word, Excel, Access)
- SIGNIFICANT PROJECTS** **Completed project simulation of cashiers in a supermarket.** Defined object-oriented functions such as function, virtual methods, virtual base-classes, inheritance, and polymorphism. Concluded that business with one line and many servers is more efficient than one line for each server.
- EXPERIENCE** **Web Page Designer**, May 2003 – 2006
SUNY New Paltz Computer Services Center
Design Web pages for academic department using HTML, JAVA Applet, and PERL-scripts, and perform regular maintenance and upgrades. Run workshops on HTML for college staff.
- Tutor**, September 2003 – 2004
SUNY New Paltz Computer Science Department
Tutored up to 20 first and second year students in C++ and algebra courses
- Computer Assistant**, June 2002 – 2003
Lucky Enterprises, Poughkeepsie, NY
Installed software, configured hardware, did troubleshooting. Built computers and installed many ethernet networks.
- LANGUAGES** Bilingual in English and Mandarin. Permanent residents of U.S.

Robert MacIntyre
1001 Long Shore Street
Evanston, IL 12345
(123) 555-1234
MacIntyre@thenet.net

JOB OBJECTIVE

Environmental Health & Safety Coordinator

SUMMARY OF QUALIFICATIONS

- 10 years as an Environmental Compliance Professional with recent experience in Environmental Protection and OSHA compliance.
- Demonstrated ability to build rapport and resolve complex issues among multiple entities with conflicting interests.
- Working knowledge of industrial and research settings.

PROFESSIONAL EXPERIENCE

1995-present **SIDNEY LABS (SL), Chicago, IL**
Environmental Compliance Specialist

LEADERSHIP

- As Facility Coordinator for a building on the University of Chicago campus, closed out 85% of 1800 deficiencies, turned around maintenance and custodial standards, implemented a recycling program, and improved security
- As Chairperson of the Life Sciences Division Safety Committee, revitalized the group, improved productivity, increased recognition within SL, and facilitated a self-assessment inspection program
- Served as liaison between Principle Investigators and Environmental Health and Safety (EH&S) Division. Developed strategies for EH & S compliance including OSHA and waste management
- As Manager of the Medical and Biohazardous Waste Program, developed a comprehensive compliance document including a generator's guide and training plan. Program was fully implemented in only five months.

COMPLIANCE ENFORCEMENT

- Conducted advice visits to hazardous and mixed waste generators to review procedures, labeling practices, and adherence to accumulation time limits.
- Updated and managed the Underground Storage Tank (UST) Program, which included the creation of four-page Monitoring Plans that were used as models by the Department of Energy (DOE)
- Coordinated certification of tanks and secondary containment for six Permit-by-Rule (PBR) Hazardous Waste Treatment Units. Ensured upgrades were in compliance and directed the permit writing effort

Robert MacIntyre

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1994-1995 SAFETECH, Springfield, IL
Environmental Compliance Consultant

An environmental consulting firm providing support to DOE facilities

- Developed and wrote the first-ever Quality Control Inspection Plan/Procedure to monitor quality assurance of Pleasant Hills Laboratories' Hazardous Waste Management storage and treatment facilities. Plan was incorporated into their Part B Permit.
- Audited hazardous waste management facilities and Waste Accumulation Areas (WAAs) for compliance with EPA and Cal-EPA regulations, and DOE policies. Waste included: hazardous, Radioactive (high and low level), and mixed.

1990-1994 US AIR FORCE, Wichita, KS
 Environmental Program Manager, 1993-1994
 Environmental Compliance Specialist, 1993
 Chemist, Materials Engineers, 1990– 1993

An aircraft re-work facility comprised of 125 manufacturing shops and a materials engineering laboratory.

- Ensured EH & S compliance in 75 WAAs by performing frequent surveillance and enhancing the training program
- Co-developed directives for issues including waste minimization, solvent substitution, recycling, chemical storage, fire safety, and OSHA standards
- Directed preparation of individual shop contingency plans for the site Hazardous Material Management Plan

1987-1989 MARION RIGGS HIGH SCHOOL, Topeka, KS
Physical and Inorganic Chemistry Advanced High School Teacher

1984-1987 TOXMOX Inc., Topeka, KS
Chemist, 1987
Lab Technician, 1984-1987

EDUCATION

B.S., Biochemistry, Emporia State University, Emporia, KS 1985

Seminars:	OSHA/RCRA	Emergency Preparedness
	Hazardous Materials	Hazardous Waste
	Fire Safety	Underground Storage Tanks
	Medical Waste	Radioactive and Mixed Wastes

SOURCE: Internet (JobStarCentral) - <http://jobstar.org/tools/resumes/res-chr4.php>

Sample Resume: Hybrid Chronological —Times New Roman #12

MARYANN HOWSER
 5001 Kanova Place
 Santa Barbara, CA 931703
 (805) 569-2220

REAL ESTATE ASSOCIATE

PROFESSIONAL PROFILE

- Experienced in client relations, sales & promotions.
- Organized, dedicated with a positive attitude.
- Outstanding talent for assessing people's needs.
- Proven ability to gain clients' confidence and trust.
- Gained valuable business and personal contacts throughout the Santa Barbara community.
- Passed **Real Estate Salesman's** Examination, 1990.

EXPERIENCE

Real Estate Experience

- Assisted in the design, construction & sale of a Santa Barbara condominium.
- Established an effective marketing strategy to promote the sale of property.
- Designed flyers and newspaper advertising; distributed flyers.
- Arranged and conducted open house.
- Familiar with blueprints and architectural plans with understanding of conceptual design.

Sales, Promotions & Organization

- Organized and coordinated an entire summer tennis program for children at a private tennis club in Montecito.
- Promoted services through effective telemarketing techniques, through product knowledge and exceptional client relations.
- Compiled computer data to keep track of profits & losses of monthly sales.

Client Relations

- Interface with clients and members to interpret their needs and priorities.
- Develop innovative, non-competitive teaching techniques for adults and children, focusing on individual strengths.
- Advise clients and members in a professional and concerned manner, securing their trust and confidence.

EDUCATION & LICENSES

California Real Estate Salesman's License, 1990
BA Degree, Communication, UC Los Angeles, 1979

EMPLOYMENT HISTORY

Tennis Instructor , <u>A Tennis Club</u> , Montecito, CA	1989- present	
Teacher's Assistant , <u>Los Angeles School District</u>	1986-88	Pre-School
Teacher , <u>Children's Pre-School</u> , Los Angeles, CA	1983-85	
Tennis Instructor , <u>City of Los Angeles</u> , Recreation Dept.	1978-80	

SOURCE: The Resume Guide for Women of the 90's by Kim Marino. Ten Speed Press, 1992

Sample Resume: Times New Roman #11(Functional Style)

Your full name (in all CAPITAL LETTERS and/or bold)

Complete Address *(list permanent and present addresses if in college)*

Home and/or mobile phone numbers

E-mail address *(Make sure your email address does not sound unprofessional)*

OBJECTIVE

After the contact information, you would list our **Career Objective**. The experts' opinion is split on whether to use an objective. We recommend, if you are applying for a specific position to include an objective.

- The exact job title of the position you are seeking; keep it brief!
- Your resume is built to support the objective. You must show what qualified you for this career.

SKILL SUMMARY

OR
HIGHLIGHTS OF
QUALIFICATIONS
OR
PROFESSIONAL
PROFILE
(optional)

This heading appears after the career objective. This section is also optional and can be included if you have an impressive list of skills, achievements, or accomplishments. If you include a summary section, keep the statements concise, using action verbs and be results oriented. Think of it as a headline in an effective print advertisement.

- Three, four, or five short highlights of your most impressive qualifications for the job.
- This can be anything from skill areas and accomplishments to personality traits. Bilingual capabilities also belong here!
- Do not repeat what appears elsewhere in the resume.

EXPERIENCE (required)

CHOOSE OPTION "A" or "B"

A. EXPERIENCE

OR

B. RELATED EXPERIENCE (related to Objective)

and

OTHER EXPERIENCE (not related to Objective)

- If you choose "B", you are indicating that you have work that is related to your objective as well as other work experience that is not related to that same objective.
- A list of past employers, starting with your most recent first. (Chronological Resume)
- List employer's names, addresses and dates of employment and job titles.
- Job Titles are written in **BOLD FACE**, and listed under each job title is a short description of the tasks and accomplishments you performed for each employer. Begin with an action verb. Use same verb tense for each verb. Use bullets.
- Functional Resumes are organized around skill sets and not formatted around the employer and dates of employment.
- Your general skill areas are used as section headings (Computer Skills, Customer Service, etc.)
- Under each skill area list those specific job tasks and accomplishments that demonstrate your proficiency in that skill area. Begin with a verb. Use same verb tense. Use bullets.

EDUCATION (required)

- Highlight your most recent degree, and the colleges or trade schools you attended; put in reverse chronology (most recent school and move backwards).
- List any awards, Dean's Lists, or school projects that pertain to your career objective.
- If you do not have a college education, mention your high school and diploma.
- For recent college graduates, under **Education**, choose another category and write it in **BOLD FACE**: call it **Related Course Work** or **Course Work in Progress**. List exact course titles under appropriate category. This gives greater credibility to your qualifications.

ADDITIONAL PERSONAL INFORMATION

- Mention only that personal information that pertains to your job objective; for example: Honors, Awards, Licenses, Certifications Professional Associations, Activities, and Publications, Internships, and Volunteer Work. These belong in separate categories of their own, in **BOLD FACE**.
- **SPECIAL SKILLS** – (in **BOLD FACE**). You may want to mention **interests and activities that demonstrate job-related skills** (leadership, organization, etc.); **special abilities**, such as knowledge of computers or a foreign language; and/or **honors or awards earned**. Do not include personal data, such as age and health status. This might also go under Highlights of Qualifications.

The headings, or sections that comprise the resume, outline the job seekers professional capabilities and qualifications to perform a job. The resume is a marketing tool and its purpose is to secure a job interview. Therefore, the headings you decide to include in your resume must be chosen carefully, keeping in mind how you can best feature your qualifications to a prospective employer.

Some headings are standard and employers expect to see them when they review a resume. The required headings include your contact information, work experience and skills, education and training.

ORGANIZATION OF THESE HEADINGS

Remember that **EMPHASIS** is the key to organization. What is more impressive: your work experience or your education?

If you are a recent graduate with limited professional experience, then your education would be more impressive, and you would want to put all emphasis on it. Therefore, the **Education** heading would be placed before **Experience**.

What if you have a strong work history but your most outstanding achievements are from jobs previous to your last one? What do you stress, your steady work history (chronological format) or your achievements (functional format)? You are worried that if you follow the chronological format, and list your last job first, your most impressive qualifications will be buried. In this case, you can go with the more acceptable chronological format, but include a short Summary of Qualifications to emphasize your most impressive accomplishments and skills first, and still present your strong chronological background.

WHAT MUST NEVER GO ON A RESUME!

Keep your resume focused on your skills and accomplishments. Never mention personal information, controversial information or anything negative about yourself. Do not put references on your resume. They belong on a Reference Sheet, a separate document.

NEVER MENTION THE FOLLOWING:

- RACE
- RELIGION
- MARITAL STATUS
- POLITICAL AFFILIATION
- SALARY REQUIREMENTS
- REASONS FOR LEAVING A PAST JOB



SUMMARY OF QUALIFICATIONS

The "Summary of Qualifications" or the "Highlights of Qualifications" is optional. It will not ruin a resume if it is not present, but properly done, it can be an effective tool! A definition of the Summary might be as follows:

Short statements that highlight your most impressive qualifications and achievements

- The purpose of the summary is to immediately grab the employer's attention and impress him. It can be customized to fit the job you are pursuing.
- An effective summary will generate serious attention.
- To be effective, the statements must be concise, written with impact (action verbs), and be result oriented.

Generally speaking, the following points hold true:

DO NOT INCLUDE A SUMMARY IF.....

- *You do not have an impressive list of skills and achievements.
- *You have already highlighted your most impressive skills in your objective.

BE SURE TO INCLUDE A SUMMARY IF.....

- Your resume is in **chronological format**. Since the focus of such a resume is on dates of employment and job titles, you should utilize the summary to highlight your skill areas as well as any major achievements that may get buried in the body of your resume.
- You have made a **significant** achievement to a past employer.
- You have a **unique combination** of skills.
- You have received prestigious awards or honors

Your summary is very much like an advertisement. It announces what you have to offer. Like an advertisement, each statement must be concise, full of punch, and be impressive.

Remember that you must sell yourself; put plenty of "sell" into the "Summary of Qualifications":

1. List your most impressive qualifications – those that will be used to solve problems for your employer.
2. List your most important accomplishments—problems that you have solved or results that you were directly responsible for in your past work experience.
3. List personal qualities that would impress any employer. Highlight those qualities that will grab the employer's attention, such as "more than 15 years experience," "ability to work well under pressure," "scored 97% on Manager's Training Test."



KNOW YOUR SKILLS

A skill is an ability which you take from job to job. Your skills are visible as you carry out your duties at work. Whenever you are looking for work, you need to know what skills you possess which can be applied to the job.

There are three basic skills areas:

A. TRANSFERABLE: Skills which allow you to work with people, data and/or things. Some examples include

Organizational
Management
Analyzing
Customer Service
Teaching/Counseling
Communication/Selling
(Oral and Written Skills)

B. SELF-MANAGEMENT: Skills related to your personality and to other people in the work environment. Some examples include

Punctuality
Attention to Detail
Initiative
Sense of Humor
Productive
Honesty/Loyalty

C. JOB-RELATED: Skills that you need to perform on the job. To identify these skills, you need to know what job you want!. Some examples might include

Accounting/Bookkeeping
Writing Business Correspondence
Proficiency in Specific Computer
Programs
Handling a Multi-line Phone System
Teaching Games to Pre-Schoolers,
ages 3-5.

You need to identify your skills which can help you when writing your resume. You can incorporate these skills into your Summary of Qualifications section, or Profile.

A resume should be tailored specifically for the kind of job/organization/career you are seeking. This means you may have to write more than one resume if applying for different types of jobs.

BEFORE YOU CAN WRITE AN EFFECTIVE RESUME, you must be able to identify your skills, abilities, and interests and be able to relate them to the job/industry/career field in which you are seeking employment.

If you are unsure about the types of jobs/industries/organizations/careers you are targeting, make an appointment with the Office of Career & Internship Services to help you in developing some focus. Employers **cannot (and will not)** decide what career is best for you; you must be able to communicate what skills and abilities you have that fit the specific job or jobs they are trying to fill.

RESUME TIPS:

- Focus on the employer's needs, not on your own needs.
- Quantify your experience wherever possible. For example, "Supervised others" can be made more clear by stating "Supervised three cash register attendants."
- Use action verbs in describing your skills and experience.
 - Instead of...**Responsible for assisting with preparation of sales tax reports each month
 - Write...**Assisted in preparation of monthly sales tax reports.
 - Instead of...**Was in charge of organizing and taking care of spring rush activities
 - Write...**Organized and directed spring rush activities for over 50 new sorority pledges.
- Keep the resume to one page unless you have ten or more years of professional experience or developmental training.
- Avoid abbreviations except for words such as Corp. or Inc. States may also be abbreviated (NY, MA, NJ, CA). Acronyms are also acceptable: RN, COTA, OTA, LPN, and so on.
- Use bulleted phrases starting with the action verb to describe your duties on the job.
- Do not make any reference to yourself: I, me, we, and so on.
- Job descriptions should be results oriented (e.g. Shortened customer wait time in reception area by 40 minutes)
- Begin with recent work experience and work backwards.
- Use indentation, underlining, **bold**, and CAPITALIZATION for emphasis.
- Use 24 lb. bond white or ivory paper on a laser quality printer.
- Proofread your work. Have someone else proofread it. Then ask a counselor to proofread your work. Even the smallest mistakes are costly.
- Avoid using extra words such as "a" or "the." (Example: Answered multi-line phone system)
- Do not lie or exaggerate the truth.
- Cell phone number should be included only if you frequently check your messages or have a professional answer recorded for incoming callbacks.

Use action verbs to describe your duties, skills, work experiences. Use same verb tense for each verb chosen, usually the simple past tense.

CREATIVE	integrated	budgeted	monitored
acted	introduced	calculated	operated
authorized	invented	catalogued	organized
chose	launched	classified	prepared
conceived	marketed	collected	processed
conceptualized	opened	compared	purchased
created	ordered	compiled	recorded
customized	originated	completed	retrieved
decided	performed	computed	reviewed
designed	planned	critiqued	scheduled
determined	prepared	decreased	screened
developed	produced	diagnosed	specified
devised	proposed	dispatched	summarized
directed	resolved	distributed	surveyed
enhanced	revitalized	evaluated	systematized
enlisted	selected	examined	tabulated
established	set up	executed	validated
fashioned	shaped	generated	verified
founded	structured	identified	HUMAN RESOURCES
formulated	wrote	implemented	advised
illustrated	CLERICAL & RESEARCH	inspected	assessed
improved	approved	interpreted	assisted
initiated	arranged	interviewed	clarified
instituted	automated	investigated	coached

HUMAN RESOURCES continued.....	computed	set goals	developed
collaborated	developed	stimulated	directed
consulted	forecasted	trained	drafted
counseled	managed	TECHNICAL	edited
diagnosed	marketed	assembled	enlisted
educated	planned	built	explained
employed	projected	calculated	formulated
grouped	researched	computed	influenced
guided	tabulated	designed	interpreted
handled	TEACHING	devised	interviewed
hired	adapted	engineered	investigated
integrated	advised	fabricated	lectured
mediated	clarified	maintained	mediated
monitored	coached	operated	moderated
motivated	communicated	overhauled	negotiated
negotiated	coordinated	programmed	participated
recruited	demystified	remodeled	persuaded
represented	developed	repaired	presented
sponsored	enabled	solved	presided
strengthened	encouraged	upgraded	promoted
trained	evaluated	COMMUNICATIONS	publicized
FINANCIAL	explained	addressed	reconciled
administrated	facilitated	arbitrated	recruited
allocated	guided	arranged	represented
analyzed	influenced	authored	sold
apprized	informed	collaborated	spoke
audited	instructed	consulted	taught
balanced	interpreted	contacted	trained
budgeted	lectured	convinced	translated
calculated	persuaded	corresponded	wrote

MANAGEMENT & LEADERSHIP	executed	prioritized	expanded
accelerated	expanded	produced	generated
administered	guided	proposed	identified
analyzed	headed	recommended	improved
applied	implemented	reduced	masterminded
assigned	improved	reinforced	pioneered
attained	incorporated	repositioned	rectified
authorized	increased	retained	single-handedly
chaired	initiated	reviewed	solved
consolidated	instituted	revised	strengthened
contracted	investigated	scheduled	surpassed
controlled	launched	sorted	turned around
coordinated	maintained	strengthened	was promoted to
delegated	managed	supervised	was responsible for
developed	mediated	SUCCESS WORDS	
directed	negotiated	accomplished	
evaluated	organized	awarded	
enacted	oversaw	corrected	
established	performed	diverted	
exceeded	planned	eliminated	



E-mail makes it possible for you to respond instantly to an opportunity but if not done correctly, your resume may be overlooked or deleted before it is read.

Whenever possible, copy a plain text (ASCII) resume into the body of your e-mail message, rather than sending your resume as an attachment. Why?

- Attachments may contain viruses, particularly if they are in Microsoft Word.
- Firewalls may stop e-mail attachments from entering a company network.
- Recruiters may not take the time to open the attachment.

CREATE AN ASCII/PLAIN TEXT RESUME AND COVER LETTER

A text (or ASCII) resume will be stripped of formatting features such as bold and italics, so it may not appear very attractive to you. However, it will be universally compatible with all systems. To convert your resume from MS Word to plain text.

- Open your resume document, go to Edit> Select All and change the font to Courier 12 point, go to File> Page Setup and change the left and right margins to 1.5 inches.
- Go to File> Save As> under "Save as Type," select "Plain Text."
- Select "yes" at the prompt that warns about features being compatible.
- Name and save this file, then reopen the file, which should now have a text (.txt) extension.
- Review and clean up your document:
 - Insert space where necessary
 - Change bullets to asterisks or dashes
 - Change or remove symbols that didn't convert properly
 - Left-justify all text
 - Take out tables and centering
- Save your work!

TEST THE FILE

Open your text resume, copy and paste it into your email message box and send it to yourself and a few friends to ensure that the text transfers properly.

CREATE THE E-MAIL MESSAGE

Follow the employers' directions for applying to each position! Requirements and instructions will differ, based on the individual company's needs. If no specific instructions are given:

- Open your email program and set the message format to plain text, not HTML.
- Make the message Subject memorable! "My resume" isn't going to grab the attention of a busy person. Make the subject line relevant, and include your name, e.g. "Resume of Jane Smith—Copy Editor position."
- Now create a "cover letter" message just as you would in print, except leave off your mailing address, the date, and the recipient's mailing address. The message will begin with the salutation, e.g.: "Dear Mr. Jones"
- Type your "signature" at the bottom of your "cover letter." Avoid clever quotations/sayings in your email signature.
- After your signature, add a couple of blank lines and the text notation.
 =====Resume Text Below=====
- Add a couple more blank lines, then paste the text from your ASCII resume into the body of the email message.
 - Unless the employer has requested no attachments, attach your Word resume. This will accommodate employers who prefer a traditional resume. It doesn't hurt to send your resume in both formats!

TIP: When posting a resume to an online resume builder, use your ASCII resume, and cut and paste it to fill the online form.

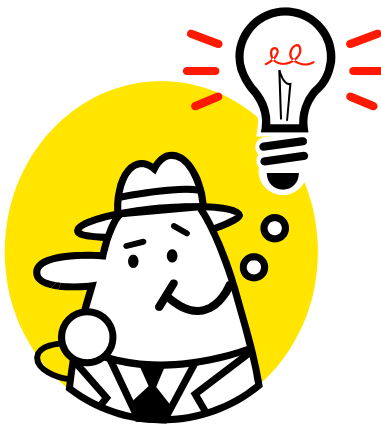
P

ortfolios are great tools for students from all majors. A professional portfolio is usually taken to an interview. This type of portfolio is a documentation and demonstration of your accomplishments. It shows growth in your skills and understanding over time. A portfolio is not only documents your results but also how you got there and what you learned in the process.

WHAT ARE THE BENEFITS OF PORTFOLIOS?

Regardless of how you'll use the finished product, all portfolios can help you:

- ◆ Write or update your resume more quickly, since all the relevant information will be in once place.
- ◆ Organize information you've gathered over the years, such as awards, certificates, and records of other accomplishments.
- ◆ Showcase your achievements, skills, and abilities for an interview.
- ◆ See your career as a collection of skills and talents that you've developed, rather than just a list of job titles.



E-PORTFOLIOS: EFFECTIVE AND EASY

Electronic portfolios are an excellent way to showcase your skills and your computer abilities. Remember more and more employers are seeking students with high levels of technology skills. The most effective portfolios are those that are targeted towards a specific job organization.

CREATIVE PORTFOLIOS

A creative portfolio contains only samples of work relevant to your particular field. Just like a professional portfolio, your creative portfolio should be organized and presented in a quality format. Many creative fields also expect a title page, essay, or artist statement and biography. Talk with people working in your field about the specific expectations for this type of portfolio.



THIS PACKET HAD BEEN COMPILED BY
THE
OFFICE OF CAREER & INTERNSHIP
SERVICES
TO HELP YOU CREATE YOUR RESUME!

AFTER USING THE TOOLS ENCLOSED,
PLEASE
TYPE A RESUME,
THEN MAKE AN APPOINTMENT WITH US
TO HAVE
SOMEONE CRITIQUE YOUR EFFORTS.

THANK YOU.

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