

Your Personal Assessment Inventory - Preparing for a Resume
Education

Highest grade completed _____
Major subjects _____

Minor subjects _____

Grade point average _____
_____ (Major) _____ (Overall)

Extracurricular activities, professional fraternities or sororities, organizations, study groups, etc. _____

Work-study program, internships, school jobs, etc. _____

Honors, awards, special citations _____

Special achievements (academic, sports, hobby, personal) _____

Additional education (include all training, postgraduate, college, business, trade, or technical schools, military or corporate training programs. Include names of schools, dates of attendance, courses, degrees, or diplomas) _____

Work Experience

List your last position first. Include all of your duties and responsibilities.

Dates of employment _____ to _____

Title of your position _____

Company _____

Address _____

Company's function – products or services _____

Description of your duties _____

Accomplishments (increase in department efficiency, cost savings, increased sales, new systems and procedures, etc.) _____

Dates of employment _____ to _____

Title of your position _____

Company _____

Address _____

Company's function – products or services _____

Description of your duties _____

Accomplishments (increase in department efficiency, cost savings, increased sales, new systems and procedures, etc.) _____

Dates of employment _____ to _____

Title of your position _____

Company _____

Address _____

Company's function – products or services _____

Description of your duties _____

Accomplishments (increase in department efficiency, cost savings, increased sales, new systems and procedures, etc.) _____

Skills and Abilities

List all of your special skills, such as office machines, computer knowledge, stenography, mathematics, technical, art – whether as professional, hobbyist, or student.

Miscellaneous

Membership in business or professional organizations

Are you willing to relocate? _____ Travel? _____

Parts of a Resume

The diagram shows a resume layout with the following sections and labels:

- Jane Doe** (Name)
- HEADER** (Section label)
- 212-000-0000 (Phone number)
- Special Skills:** (Section label)
- SKILLS** (Section label)
- Experience:** (Section label)
- EMPLOYMENT** (Section label)
- EXPERIENCE** (Section label)
- Education:** (Section label)
- EDUCATION** (Section label)
- References:** (Section label)
- REFERENCES** (Section label)

Arrows point from the labels on the right to the corresponding sections in the resume layout.

Basic Resume Formats

There are three basic types of resumes: Chronological, Functional, and “combined” Chronological – Functional.

CHRONOLOGICAL: The chronological resume is the more traditional structure for a resume. The experience section is the focus of the resume; each job (or the

last several jobs) is described in detail, and there is no major section for skills or accomplishments at the beginning of the resume. This type of resume is usually used when you are staying in the same type of work, particularly in very conservative fields. It is also used in certain fields such as law and academia. It is recommended that the chronological resume always have an “objective” or “summary” to focus the reader.

FUNCTIONAL: The functional resume highlights your major skills and accomplishments from the very beginning. It helps the reader see clearly what you can do for them. This type of resume is helpful for those who do not yet have a large work history.

COMBINED: The combined has elements of both resume formats and puts the focus both on the past careers you have had and the accomplishments you have to give the reader a better view of what type of worker you will be. You can find examples and guides for all three of these types of resumes both online and in print.

PERSONAL CHARACTERISTIC WORDS

The following are descriptive words to be used in cover letters, resumes, interviews, etc., describing personal characteristics.

ACTIVE	DISCREET	INTELLIGENT
ACCURATE	DOMINANT	INVENTIVE
ADAPTABLE	EAGER	KIND
ADVENTUROUS	EASYGOING	LEADERSHIP
AFFECTIONATE	EFFICIENT	LEISURELY
AGGRESSIVE	EMOTIONAL	LIGHTHEARTED
ALERT	ENERGETIC	LIKABLE
AMBITIOUS	ENTERPRISING	LISTEN WELL
ANALYTICAL	ENTHUSIASTIC	LOGICAL
ARTISTIC	FAIR-MINDED	LOYAL

ASSERTIVE	FARSIGHTED	METHODICAL
ATTENTION TO DETAIL	FIRM	METICULOUS
BOLD	FLEXIBLE	MILD
BROAD MINDED	FORCEFUL	MODERATE
BUSINESS-LIKE	FORMAL	MODEST
CALM	FRANK	NATURAL
CAPABLE	FRIENDLY	NEAT
CAREFUL	FUN-LOVING	OBLIGING
CAUTIOUS	GENEROUS	OPEN-MINDED
CHEERFUL	GENTLE	OPPORTUNISTIC
CLEAR THINKING	GOOD-NATURED	OPTIMISTIC
CLEVER	HAPPY-GO-LUCKY	ORGANIZED
COMPETENT	HEALTHY	ORIGINAL
COMPETITIVE	HELPFUL	OUTGOING
CONFIDENT	HONEST	PAINSTAKING
CONSCIENTIOUS	HUMOROUS	PATIENT
CONSERVATIVE	IDEALISTIC	PEACEABLE
CONSIDERATE	IMAGINATIVE	PRECEPTIVE
COOPERATIVE	INDEPENDENT	PERSEVERING
COURAGEOUS	INDIVIDUALISTIC	PERSISTENT
CREATIVE	INDUSTRIOUS	PERSUASIVE
CURIOUS	INFORMAL	PERSUASIVE
DARING	INGENIOUS	PLANNER
DECISION MAKER	INITIATIVE	PLEASANT
DELIBERATE	INNOVATIVE	POISED
DEMOCRATIC	INSIGHTFUL	POLITE
DEPENDABLE	INTELLECTUAL	POPULAR
DETERMINED	DIGNIFIED	

There are many, many more descriptive words that you could use to describe yourself and your work. Can you think of any?

TEN MOST COMMON RESUME WRITING MISTAKES

According to a survey of employers, career counselors, and employment agencies, the following is a list of the ten most commonly repeated resume mistakes:

- 1) **Too long** (preferred length is one page).
- 2) **Disorganized** – information is scattered around the page – hard to follow.
- 3) **Poorly typed and printed** – hard to read – looks unprofessional.
- 4) **Overwritten** – long paragraphs and sentences – takes too long to say too little.
- 5) **Too sparse** – gives only bare essentials of dates and job titles.
- 6) **No results** – doesn't show what the candidate accomplished on the job.
- 7) **Too many irrelevances** – height, weight, sex, health, marital status, are not needed on today's resumes.
- 8) **Misspellings, typographical errors, poor grammar** – resumes should be carefully proofread before they are printed and mailed.
- 9) **Tries too hard** – fancy typesetting and binds, photographs and exotic paper stocks distract from the clarity of the presentation.
- 10) **Misdirected** – too many resumes arrive on employers' desks unrequested and with no apparent connections to the organization – cover letters would help avoid this. Send to a person! If an ad does not contain the name of a person, call the company and find out who does the interviewing!

Cover Letters

A cover letter is used to introduce yourself and express your interest in the company and position for which you are applying. A cover letter will summarize your skills/abilities, education, present your resume, and request an interview.

- ❖ A cover letter should be tailored for the specific job and company.
- ❖ Keep the cover letter brief and business-like.
- ❖ Address the letter to a specific person when possible. (If you do not know to whom it should be sent, call the company to obtain a name.)
- ❖ Type each letter individually on good quality bond paper.
- ❖ Proofread to avoid any errors.
- ❖ Don't forget to sign the letter.
- ❖ Like the resume, do not fold the cover letter.

Cover letter Outline

Date

Your address

Their address (Make sure everything is spelled correctly)

Mr. or Ms. _____ (If you do not know who, put To Whom this May Concern. Never guess at who might be in a position to hire or if the person is a male or female - **never guess!**)

Opening Paragraph:

How did you hear about the position?

Indicate the job you are applying for and why.

Second Paragraph:

Explain how you will meet the employers' needs.

Show how you qualify and how your qualifications match their needs.

Third Paragraph:

Refer to your enclosed resume and application.

Fourth Paragraph:

State your desires for the position by describing in detail your skills and abilities.

Make sure your telephone number is the last sentence of the paragraph on this page and an e mail address. (It is important that both the e mail address and the voice mail on your phone is designed for a professional to use to call you for an interview) If either is not available or appropriate, then leave them out. Indicate the way they should be able to contact you.

References

In most instances, it is only necessary to state on your resume that references are available. A long list of references won't work to your advantage; in fact, it will most likely be considered superfluous. And today, most employers will ask for your references so you need to have them ready.

Sample:

References

Joe Black
Supervisor
ABC Company
123 West River Street
Longview, ME 04999

Sandra Dasani
Manager
QRS Plant Bottle Drive
Recyle, ME 09999

Eric Purrell
133A W. Johnson Avenue
Transition, MS 98877