

Resume Builder Workshop April 13, 2010 Session III

Job Seeker Preparation Requirements

Prepare a draft resume. If you have a laptop computer, bring it. If you do not have a laptop, bring a folder or notepad and writing utensils to be able to do some editing. This is the final session in this series; you must have prepared a draft resume. There are two basic formats:

1. Chronological Resume. With this format, your work experience is arranged in order by dates of the jobs you have held (most recent job first.)

- This is a good choice if you are staying in the same field, and you have a fairly substantial, continuous work history.
- It also is a good choice if your target job is in a fairly conservative field (where a chronological style is preferred) even if your employment history is less than perfect.
- It's a good choice if you KNOW your future employer prefers a chronological format, or if you are more comfortable with this format.

2. Functional (Skills) Resume Format. With this format, the details about your work experience are arranged in skill-groups to emphasize your skills that relate to your current job objective.

- This is a good choice when you want to make a significant career change and focus on skills you haven't yet been paid to use.
- It is also a good choice when you have a minimal PAID work history and want to include unpaid work experience in your Work History.
- It is also a good choice when you have been "under-employed" or self-employed for a long time.
- It is a good choice for adults and older or retired adults entering the work force for the first time.

3. How to construct a Functional (skills) formatted Resume (example attached).

- Make sure you have your name, address, phone number, email and the **Job Objective** listed.
- Add a summary of your skills, abilities and character profile.
- Keep your one-liners in the same skill area groups.
- Look at the "one-liner" accomplishment statements you developed for Session II, **make sure you have made it clear where (in which job) each activity occurred.** This is crucial because it makes your functional resume both credible and clear to the employer.

Here are some Examples:

- Served on negotiating team for union contracts for the Madison School District.
- Trained and supervised hundreds of gardening workers for the Huntsville Botanical Garden.
- Managed and trained teams of up to 50 workers as an Air Force aircraft mechanic.
- Achieved status of top salesperson nationwide with Allstate Insurance Company.
- Designed and developed effective telemarketing program for the Huntsville Hospital.

You may add your work history but keep it very simple, listing just the job titles, employers, dates and locations. The dates are not absolutely necessary but you may know the employer wants them or you are more comfortable listing them. You may also want to insert a VERY brief one-or-two line summary of your essential roles/duties/responsibilities beneath each job listed.

Add your Educational/Training and a brief Personal Recognition section if desired.

Proof read for grammar, punctuation, and spelling. Don't trust spell check, if you **are** not an **excellent** speller, get help from someone who is. Ask others to review your resume for content, clarity, appearance, and their opinion of its effectiveness.

4. How to construct a Chronological format Resume (example attached).

- Make sure you have your name, address, phone number, email and the **Job Objective** listed.
- Add a summary of your skills, abilities and character profile
- Next, enter your work history for each job listing the job title, company, city, and dates.
- Beneath each job title enter a one or two-line summary of your roles/responsibility in that job.

Keep it simple. Here are some examples:

- 1992-95 Assistant Manager, Freight Terminal, Huntsville, AL International Airport
Directed container freight operations in a facility that handled cargo bound to and from overseas ports, involving diverse customs requirements and language issues.
 - 2004-08 Vice President of Operations, Madison Senior Care, Madison, AL
Oversaw operations of a retirement center and two skilled nursing facilities serving over 450 residents.
 - 2002-05 Sales and Training Supervisor, Redstone Federal Credit Union, Huntsville, AL
Managed eight loan officers, accountable for \$288 million in production, responsible for all training.
- Next, **insert your accomplishment statements**, the "one-liners" you developed for Session II, below the job descriptions in your work history under the appropriate job title, where each of those accomplishments occurred. Recommend these be entered as bullet statements.

You are completing your chronological resume with action-and-results statements—accomplishments and activities that show how you distinguished yourself and made a difference for your past employers and you are documenting your skills relevant to a new job. This is vastly more important to your future employer and this difference is what makes YOUR resume stand out among others.

Add your Educational/Training and a brief Personal Recognition section if desired.

Proof-read for grammar, punctuation, and spelling. Don't trust spell-check; if you **are** not an **excellent** speller, get help from someone who is. Ask others to review your resume for content, clarity, appearance, and their opinion of its effectiveness.

EXAMPLE ACTION WORDS

- achieved
- acquired
- adapted
- addressed
- administered
- analyzed
- anticipated
- assembled
- assisted
- audited
- budgeted
- calculated
- centralized
- changed
- collaborated
- composed
- condensed
- conducted
- constructed
- contracted
- converted
- coordinated
- created
- cultivated
- demonstrated
- designed
- developed
- devised
- discovered
- doubled
- drafted
- edited
- eliminated
- enforced
- established
- evaluated
- expanded
- explained
- forecasted
- formed
- founded
- generated
- guided
- hired
- implemented
- improved
- informed
- insured
- interpreted
- interviewed
- launched
- maintained
- managed
- marketed
- minimized
- motivated
- negotiated
- obtained
- operated
- organized
- originated
- oversaw
- performed
- planned
- prevented
- produced
- programmed
- promoted
- provided
- publicized
- published
- recruited
- reorganized
- reported
- researched
- resolved
- reviewed
- selected
- separated
- set up
- simplified
- solved
- surveyed
- staffed
- supervise
- taught
- tested
- trained
- used