

Resume Assistance

Tips & Guidance on Resume Preparation

Back2Work@rockpointechurch.com



Resume Construction

- Contact Info
- Opening Statements (Objective/Summary/Profile/Offering)
- Experience
 - Appropriate Experience Focus - List things you enjoy
 - Trim down to 1 or 2 pages
 - Not just list of responsibilities - include accomplishments & value
 - List most recent to oldest - Gaps are OK - only go back as far as necessary
- Education & Certificates
- Volunteering, Awards & Honors
- Skills
- Languages



You can use the job description to tailor your resume



Resume Layout

- Don't use strange fonts
- Keep to 1 or 2 pages unless they ask for more
- Name and contact info should be clear
- Look at what others in your industry are doing and what you think stands out

Rick Grimes
Junior Editorial Assistant

MA Student in English at Stanford University, made the Dean's List for three consecutive years (2014-2016), with two busy-semester experiences and a consistent long research internship in Oxford, UK looking to use my strong research and writing skills, as well as my expertise in contemporary literature in the position of Editorial Assistant at Penguin Random House.

Work Experience

2015-06 - 2017-09 **Editorial Intern**
Faber and Faber, Stanford

- Assisted in hiring and managing a pool of freelancers as needed, including development editors, copy editors, proofreaders, indexes, recipe testers, and technical editors, including remote and on-site employees.
- Assisted in the development, design, and preparation of sales materials.
- Provided general and editorial support to the Stanford staff as requested.

Education

2017-09 **MA in English, Stanford University**
Expected to graduate in 2018
3.95 GPA

Favorite fields of study: American Poetry (from Modernism to Postmodernism), Creative Expression in Writing, Creative Nonfiction
Thesis title: "An Analysis of the Impact of 1940s Blues Culture on the Poetic Expression of the Members of Harlem Renaissance"
Key achievement: Awarded \$15,000 2017 Druce Heinz Literature Prize for a collection of short stories "Not Lanes Field."

2013-08 **BA in Comparative Literature, Stanford University**

2012-06 **3.9 GPA**

Favorite fields of study: Introduction to Literary Study, Comparison, Cosmopolitanism, and the Global Novel, Literature Gore Vial, Digital Humanities, Radical Arts, Re-thinking Demos, Being as a Spectacle
Thesis title: "Towards the Orientalist Documentation of the Indian Biography on the Basis of Julian Barnes' 1984 novel 'Flaubert's Parrot'"
Extracurricular activities and achievements:

- Dean's List 2014-2016
- President of the undergraduate student board from 2015 to 2016.
- Chief Editor of the University Blog from 2015 to 2017.

Awards and Honors

2017-02 2016 Druce Heinz Literature Prize
2016-06 Dean's List, Stanford University
2016-06 Dean's List, Stanford University

Personal Info

Address
7 W. Adams Lane
Stanford, CA 94316

Phone
202-568-0215

E-mail
richard.r.grimes@gmail.com

LinkedIn
linkedin.com/in/rickgrimes53

Twitter
twitter.com/rickdygrimes

Skills

Academic Writing **★★★★** Excellent

Research **★★★★** Advanced

Editing **★★★★** Intermediate

Languages

Russian **★★★★** Bilingual

French **★★★★** Advanced

Spanish **★★★★** Advanced

CURRICULUM VITAE

HELLO MY NAME IS RICCARDO SABATINI.

A SHORT PRESENTATION.

I am an Italian graphic-designer with a first class bachelor of arts degree at Accademia Bolziana - University of Witten-Breadale in Germany. I have an extensive passion to work with everything to visual, from photography to digital art to graphic design. My main goal was to ensure the best layout for what I do, and to do it in the best way. This is my attempt at my style and to be something different each time.

MY SKILLS SET, HOW I WORK!

I like to work in different ways each with different clients, as I want to combine a lot of ideas and address together someone in a good manner of design.

I AM ON THE INTERNET, OF COURSE!

I have created and managed my own blog beginning in 2008, and I want to combine a lot of ideas and address together someone in a good manner of design. This is my attempt at my style and to be something different each time.

MY WEAPONS.

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Lightroom
- Sketch
- Illustrator
- WordPress
- Web Design

MY SPECIALITIES, WHAT I DO!

- Logo-Design
- Typography
- Web-Design
- Photo-Retouch
- Photo-Manipulation
- Illustration
- Branding
- Packaging
- Stationery
- Book-Design
- Illustration
- Poster
- Art

MY EXPERIENCES, WHAT I'VE DONE!

- PERSONAL PROJECTS** (since 2008): re-interpretation of various graphic and media, from abstract art to poster design and more than 100 titles on my online portfolio.
- WORK EXPERIENCES** (since 2008): constant participation in various of graphic design, photography and digital art.
- PROFESSIONAL EXPERIENCES** (since 2008): design and production of various graphic projects, from the development of entire web pages for brands and artists. Logo etc.
- WORKSHOPS** (since 2011 - 2 currently working).
- RESEARCH PROJECTS** (since 2008): big projects done during my graduation, with various brands such as Renault and other important local studios.
- ACADEMIC PROJECTS** (since 2010 - early 2011): art direction, development and production of the communication for the international design studio Bolziana Bolzoni, the name of which I have been produced.
- WORKSHOPS** (since 2011 - 2 currently working).

THE RESPONSE CORNER, MAKE YOUR CHOICE!
EXPECTED TIME TO REPLY: BY DECISION

Share Feedback, Rewards, Reviews

Earl Beckstrom
Somerset, NJ 08103
Phone: (555) 555-5555 • Email: eb@somedomain.com • LinkedIn URL

CIVIL ENGINEER

- Upcoming graduate of ABET-accredited bachelor's in civil engineering program. Backed by successful internship experience and knowledge of engineering theories, principles, specifications and standards. Plan to earn Engineer in Training certification upon graduation.
- Demonstrated 3D skills with the ability to design site layouts from concept through completion. Proficient user of AutoCAD Civil 3D, MicroStation and ArcGIS.
- Knowledge of Somerset, NJ Municipalities Planning Code and zoning, subdivision and storm water ordinances.

Education & Credentials

ABC UNIVERSITY, Somerset, NJ
Bachelor of Science in Civil Engineering program, 120/132 credits completed

- Honors:** Chi Epsilon (Civil Engineering Honor Society), Dean's List (5 semesters)
- Activities:** Member, American Society of Civil Engineers and Emerging Green Builders (EGB); Planning Committee, Engineering Expo
- Course Highlights:**
 - Civil Engineering Design
 - Cost Estimating & Surveying
 - Water Resource Engineering
 - Structural Analysis & Dynamics
 - Geotechnical Engineering
 - Construction Methods
 - Traffic & Materials Engineering
 - Environmental Engineering
 - Fluid Mechanics & Hydraulics
 - Concrete & Steel Design

Professional Experience

XYZ COMPANY, Somerset, NJ
Engineering firm serving government and commercial clients.

Intern, Civil Engineering Group, September 2016 to Present

- Assisted civil engineers on several key government projects involving roadway designs and improvements, solutions easing traffic congestion and replacement of deteriorating bridges.
- Handled cost-of-materials estimations, report and document tracking, project documentation, on-site project visits, investigation/verification and building permit applications.
- Gained experience in blueprint reading, as well as preparation of maps and plans.

ABC COMPANY, Somerset, NJ
Worked in telesales throughout college to help finance education.

Sales Representative, June 2014 to August 2016 (seasonal)

- Cold-called small business owners to sign new accounts for print advertising service.
- Cultivated excellent relationships throughout assigned territory.

"We shape our buildings; thereafter they shape us." — Winston Churchill

LONDON GORDON, RN
1 Main Street, New Cityland, CA 91010 | C: (555) 322-7337 example-email@example.com

Summary

Compassionate Registered Nurse with 12 years experience in healthcare. Skilled in providing exceptional care to diverse patient populations with a passion for women's health issues and obstetric care. Loyal and collaborative team player.

Certifications

Registered Nurse, State of California—2001-Present
First Aid, CPR and AED Certifications, American Red Cross—2000
BLS and ACLS Certifications, American Heart Association—2000

Highlights

- Patient care
- Assessments
- Vitals
- Medication administration
- Phlebotomy
- IV management
- HIPAA compliance
- Organized
- Detail-oriented
- People person

Experience

Registered Nurse Aug 2005 to Current
Women's Care Group — New Cityland, CA

- Assess patient vitals and take lab specimens for testing.
- Work with women from puberty to geriatric ages and educate on routine care and ways to improve overall health and wellbeing with exercise, diet, and other optimal life choices.
- Help pregnant patients with exercises to manage weight gain and ensure optimal fetal health.
- Assist doctors with in-office surgeries and non-invasive procedures.
- Ensure HIPAA compliance of entire nursing staff through reviews and procedural updates.
- Train new staff on quality control and regulatory procedures.

Registered Nurse Sep 2001 to Jul 2005
Dr. Maria Love — New Cityland, CA

- Primary care, assessment and evaluation of gynecological and obstetrical patients.
- Took samples and specimens for doctor-ordered lab tests.
- Organized patient on issues and post-op or delivery care.
- Organized and led support groups in subjects related to physical and emotional health to ensure long-term patient well-being.
- Worked extra hours with Dr. at urgent care clinic; caring for victims of domestic violence.

Education

Bachelor of Science, Nursing 2001
California Coast University — New Cityland, CA
Heather McCombs Academic Achievement Award
Graduated Summa Cum Laude

Find a Layout That Works For You



Resume Templates

- **Word & Google Document Templates** - Both document editors offer resume templates that can be loaded from the new documents dialogues
- **Google Search** - for "job-title resume" or "job-title resume template" or "job-title resume example" - You get the idea
- **Online Resume Applications** - With just a little time in the Googlesphere, you will quickly learn that you can subscribe to online resume writing applications that provide step by step resume development and large selections of templates



Contact Info

- Name (First M. Last)
- Email (professional preferred)
- Phone
- Address
- Web Site (if applicable)
- LinkedIn URL (totally optional)

Do Not Include:

- Age
- Race
- Marital Status
- Number of Kids
- Religious affiliation



It is important that this information
be clear and accurate

MARIE BRODY, CPhT

Sometown, AZ 85287

Phone: (555) 555-5555 ■ Email: mb@somedomain.com ■ LinkedIn URL

Certified Pharmacy Technician

- PTCB-certified pharmacy technician with a high level of motivation to launch career in this field.
- Training has included four weeks of practice in a clinical externship as well as training in a state-of-the-art pharmacy laboratory.
- Learned from respected PharmD instructors, gaining a foundation in pharmacy best practices, medication pharmacology, pharmaceutical calculations and prescription processing.
- Experience includes current position as a retail pharmacy cashier—provide exemplary patient care and ensure a positive customer experience.

Education & Credentials

ABC TECHNICAL INSTITUTE, Sometown, AZ

Pharmacy Technician Diploma, 5/2016

- Graduated from ASHP-accredited school, acquiring the knowledge to sit for and pass the CPhT exam on the first attempt.
- Earned "A" grade after completing 160-hour clinical externship at XYZ Pharmacy.
- Completed curriculum delivered in classroom, online and lab settings covering topics including:
 - Medical & Pharmaceutical Terminology
 - Pharmacology of Medications
 - Retail Pharmacy Procedures
 - Medicare & Medicaid Reimbursements
 - Pharmaceutical Calculations
 - FDA Drug Safety Guidelines
 - Pharmacy Practice Ethics
 - Prescription Filling
 - Medication Compounding
 - Basic Anatomy
 - Patient Care & Interaction
 - Medication Inventory Management

Certifications:

Certified Pharmacy Technician (CPhT) ■ Certified Pharmacy Technician (CPT) ■



Resume Opening Statements

Choose which works best for your resume:

- **Objective** - Short statement of the objective of the resume
- **Summary or Profile** - Short statement that is a summary of your skills and qualifications
- **Offering** - An 'offering statement' is brief, reflecting well-selected accomplishments and skills of the job applicant, using action words.

Soft Skills in Opening

Bring attention to:

- Strengths in emotional intelligence
- Ability to be analytical and solve problems
- Ability to collaborate with others
- Ability to communicate and to listen
- Self starter / always finish the job



Note: An employer is more interested in what an applicant has to offer than what the applicant's personal objectives are.



Example Opening Statements

Objective

Obtain a responsible position as an X-Ray Technician.

Summary/Profile

Hands-on executive officer with extensive experience in food processing industry, recognized nationally for planning, developing, implementing and measuring corporate-wide internal and external marketing and branding communication programs designed to align corporate goals with stakeholder interests, resulting in long-term stability and growth.

Offering

Internationally experienced, multi-lingual tech leader with exceptional interpersonal skills who is prepared to enhance your company's software solutions development with predictable delivery costs and schedules as well as higher quality using industry proven practices like Agile and DevOps.

Experience

- Use Reverse Chronological Order - List most recent job first

- Include:

- Employer name
- Job location
- Job title
- Job dates: From - To (Month & Year is fine)
- Brief overview of role/responsibilities
- Quantitative value statements (i.e. Increased of \$x revenue over previous year)
- Industry keywords and acronyms (very important)
- Bullets and bold to highlight key elements of experience

- Do Not Include:

- First or third person words (i.e. I / He / She / Your Name)
- Anything you dislike doing
- Work experience that is completely irrelevant to job posting
- Reasons for leaving
- Long paragraphs
- Too much info - Try to keep resume to two pages or less

Suggestion: Keep a multi-page long form version of your resume, but never send that version. Instead, use it as master resume of all the bullets and info you create as you generate resumes tailored to job descriptions.

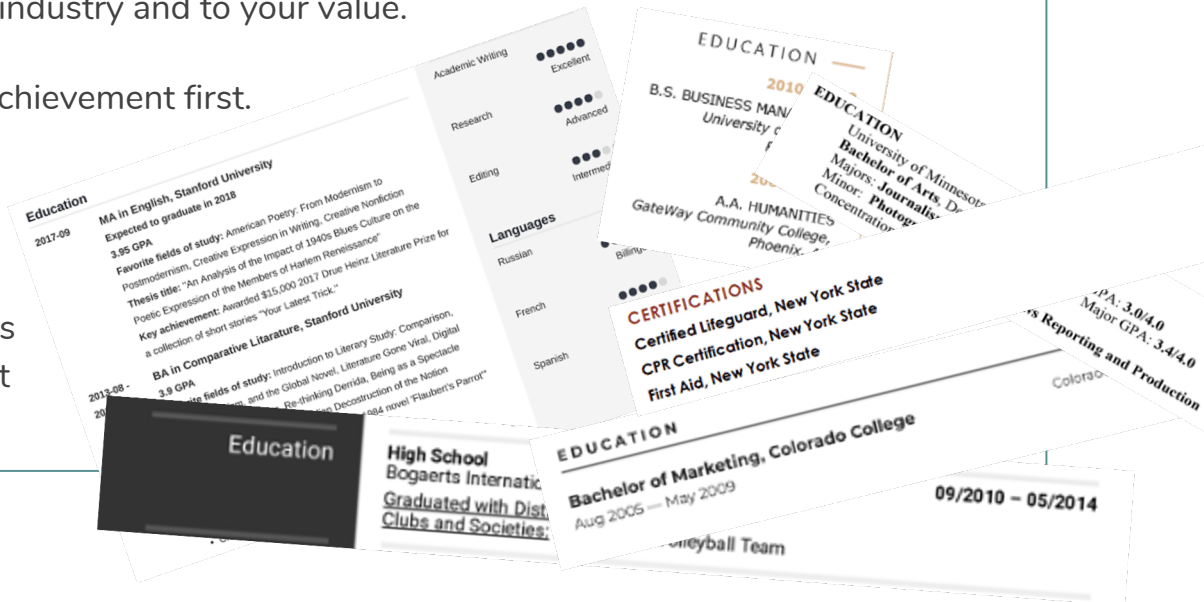
Education & Certifications

How much education and certifications are featured in your resume will depend on how important they are in your industry and to your value.

List latest and/or highest achievement first.

Don't always include year of achievement.

Education and certifications might get verified by target employer.



Volunteerism, Awards & Honors

People notice people who get noticed. Pointing out when you have given to the community and when you have been honored or recognized can be useful for getting resume noticed.

Volunteerism
<p>SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS — Sometown, AZ</p> <p>Animal Ambassador II, 1/16 to Present</p> <p>Animal Ambassador I, 10/14 to 12/15</p> <ul style="list-style-type: none"> Advanced to level II animal ambassador at Sometown SPCA Animal Shelter after completing intensive Animal Handling training program. Demonstrated dedication to the SPCA by volunteering for an average of 16 hours monthly. Assist in training, socializing and feeding animals awaiting adoption as well as handling basic shelter upkeep tasks. Qualified for Veterinary Medical Assistant training program, set to begin this spring.
Activities & Awards
<ul style="list-style-type: none"> Member / Vice President • 4-H (Sometown Chapter), 2015 to Present County Winner (Second Place) State 4-H Finalist • Level I Equine Top 3 Finalist • Multiple youth

HONORS/AWARDS	
<p><i>Extra Mile Award (10 Times)</i> Board of Education "Service to Students" Award Teacher of the Year, 1987</p>	
VOLUNTEERING	
Jul 2016 – Jun 2016	<p>Receptionist/Day Chair Boston</p> <p><i>Volunteered at Columbus State University as a Receptionist/Day Chair in the Donor Office for two months</i></p> <ul style="list-style-type: none"> Answer phones, direct calls and take messages Meet and greet guests and accompany them to appointment boardrooms Answer questions about the agency and distribute application forms Print activity lists every morning and distribute to relevant parties and satellite Open emails and forward to correct individuals Enter donor information into the database. Proofread official correspondence before bulk emailing to clients
Aug 2016 – Jan 2017	<p>Office Administrator Boston</p> <p><i>Was part of a team of Volunteers at the communications office for the Boston County Healthcare Association, organizing the weekly Q&A session between management and members of the association and correspondance preceding and following these events.</i></p> <ul style="list-style-type: none"> one inquiries, direct calls and take messages travel arrangements of senior management receive mail, courier packages, and registered letters minutes during daily meetings and distribute via email to participants maintain databases and filing systems errands when needed printing, photocopying, and binding of documents for presentations organize meeting rooms order and beverage orders and deliveries for company events
Volunteer and Leadership Experience	
Volunteer Vigor Health Drive, Inc – Atlanta, GA	Jun 2017 to Current
<ul style="list-style-type: none"> Leads the team that manages and promotes all social media accounts. Works with a team of registered nurses to promote health awareness in the United States and Nigeria. 	
Volunteer Royal Crest Knights and Warriors – North Andover, MA	Apr. 2016 to May 2016
<ul style="list-style-type: none"> Worked with school aged children in need of extra attention with their home works. Engaged in activities that developed the children's physical, emotional and social growth. 	
Volunteer Young Athlete's Program – North Andover, MA	Mar 2016 to Mar 2016
<ul style="list-style-type: none"> Worked with children ages 2-7, with and without disabilities. Helped children develop gross motor skills through fun games, songs, sports, and cooperative play. 	

HONORS/AWARDS	
Cast member of musical – Oklahoma	Winter, 2007
Class Representative to ASB	Fall, 2008
Most Improved – Varsity Soccer	Fall, 2007



Skills

Highlight Key Skills - Having a skills section in your resume can be a handy way to highlight the skills you know are needed for the position you seek.

Keywords & Acronyms - It is also a good way to get keywords and acronyms into your resume so searches pick them up.

Can be Overdone - Be careful that your resume doesn't become difficult to look at because you have too much bulleted content.



SOFT SKILLS

- Adaptability
- Collaboration
- Strong Work Ethic
- Problem Solving

HARD SKILLS

- Microsoft Office
- Fluent English
- Fluent Spanish
- Web / Tech Savvy

SKILLS

- Point of Sale Systems
- Computer Skills
- Accuracy
- Verbal & Written Communication
- Problem Solving
- Conflict Resolution
- Time Management
- Customer Service
- Multitasking
- Efficiency
- Positive Attitude

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- GPA:** 3.6 / 4.0
- Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- Honors:** Member of the National Honors Society and National Art Education Association
- Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%.
- Arrange all club photos and pages to correspond to yearbook theme.
- Trained and supervised 2 sophomore students in graphic design.

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs.
- Edited and curated photos used for school paper; increasing readership by 15%.
- Custom design page layouts to fit articles, photos, and advertisements into strict format.
- Contributed to school's online publication by designing page layouts to accommodate mobile screens.

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising.



Skills Based Resume

For some professions, a skills focused resume works best. Skills based resumes are not as common, but if this is how you can get noticed then it is right format for you.

If your experience is just a list of companies, titles and dates, be prepared to produce a version of your resume that has breakdown of skills, responsibilities and accomplishments for each position.



NANCY CONFIDENTIAL

Phone: (866) 788-8978 | Email: support@cpresumes.com

Address: New York, NY



Detail-oriented, creative, and highly motivated Graphic Designer with 10+ years of successful experience. Solid analytical, communication, problem solving, critical thinking, and technical skills. Expertise in commercial packaging design. Currently seeking a position as a Graphic Designer which will effectively utilize all acquired skills, abilities, and areas of expertise as follows:

- Digital Graphic Design
- Client/Vendor Relations
- Quality Assurance (QA)
- Commercial Packaging
- Digital Image Editing
- File Conversions
- Print Production
- Cost Quotes/Estimates
- Problem Solving

CORE COMPETENCIES

- Leading packaging design for items such as toys, jewelry, pet supplies, and pharmaceutical cartons, boxes, labels, and displays.
- Creating mock-ups and dummy package layouts for customers/marketing events, as well as preparing digital graphic designs and color trapping for printing-blocks and Flexo prints.
- Developing, designing, and manufacturing catalogs, flyers, brochures, layouts, posters, logos, business cards, private/business invitations, stationery, advertisements, and marketing materials.
- Collaborating with freelancers and outside vendors to ensure that final products reflect the original intent and print production requirements.
- Interacting with suppliers/printers on graphic designs, creating artwork according to customer requirements, and revising existing graphic materials and customer artwork.
- Converting graphics/images/logos from hardcopy into approved softcopy templates and working with 4-color process, Pantone colors, and print production (one-color or multi-colored).
- Preparing and designing digitally-printed graphics for soft-metal panels (small and large) and gobos, including sizing and shaping.

PROFESSIONAL PROFILE

Company Name - Graphic Designer	Jul. 2010 - Jul. 2011
Company Name - Freelance Graphic Designer	Sept. 2009 - Jul. 2010
Company Name - Graphic Designer	May 2008 - Sept. 2009
Company Name - Graphic Designer	Nov. 2007 - May 2008
Company Name - Graphic Designer	Oct. 2005 - Jul. 2007
Company Name - Graphic Designer	Jul. 2001 - Jul. 2004

EDUCATION

University Name Specialization: Web Design	Jul. 2001 - Dec. 2001
University Name Specialization: Graphic Designer	Oct. 1999 - Jun. 2001
University Name Specialization: Graphic Designer	Mar. 1998 - Aug. 1998

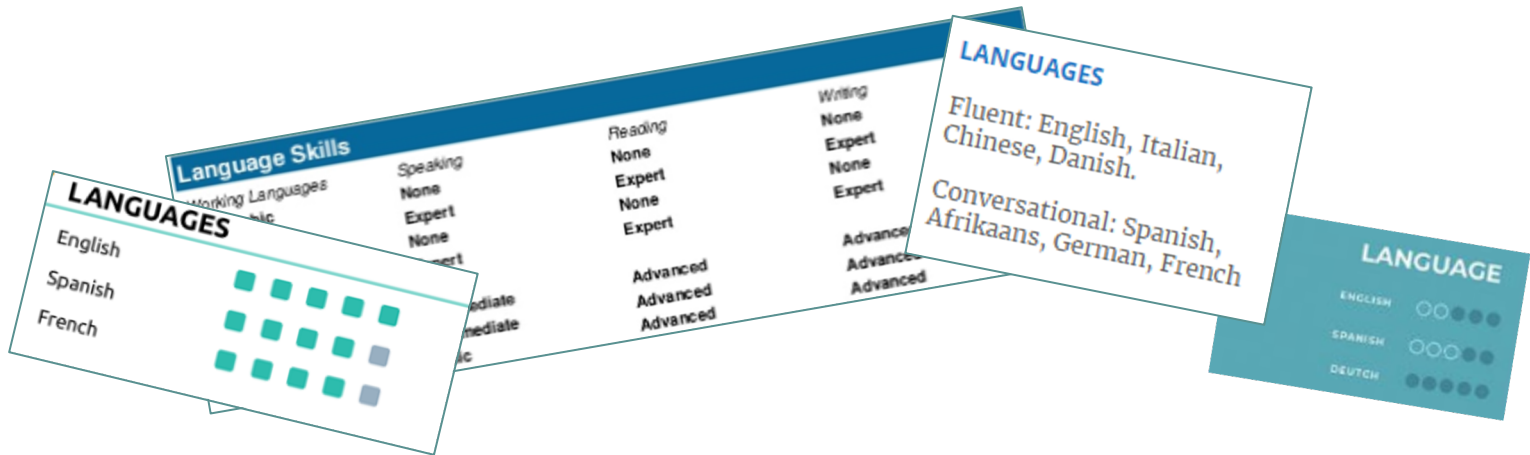
TECHNICAL SKILLS

Adobe CS3 (Creative Suite 3: Photoshop, Illustrator, InDesign), Adobe Acrobat, Entourage, Microsoft Office (Word, Excel, PowerPoint), Microsoft Windows, Mac OS, Focus.



Languages

Speaking additional languages can be a large selling point. Definitely include foreign languages spoken on your resume. If you speak a popular language or a language or languages particularly well, it doesn't hurt to feature this.



Resume Accuracy

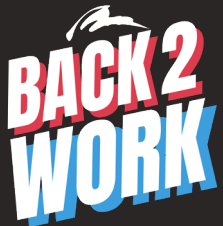


Mistakes on Resumes are Bad

Read, Reread, and then Read Your Resume Again



Ask Other People to Proofread Your Resume



Helping people heal from job loss

Back2Work@rockpointechurch.com

