

# **Create a Resume that Employers will Read**

## **Key Elements of an Effective Resume**

**Heading** = Provide contact information for a prospective employer.

**Your first, middle and last name**  
**Your street address**  
**Your home and/or cell phone number(s)**  
**Your email address**

**Objective** = State that you're "seeking a specific position or entry level position in...."

**Name the position you are seeking: Sales, Food Service, Banking, Office Systems, etc.**

**Education** = Start with your most recent diploma, degree, certificate, training program or on-the-job training.

**Current educational level and projected graduation date**  
**(list coursework that could be connection to the job you are seeking)**

**Diploma/Degree – Year completed – School Name – City State**  
**List two or three courses that could impress an employer**

### **Skills and**

**Abilities** = Give an example of how you have used each skill. Stress accomplishments, results, or achievements. Use number whenever possible to show the amount, extent, or volume, if appropriate.

**If you have lots of work experience, you can list your skills and abilities directly under each job.**

**Name a solid skill you have that is needed for the job**  
**Give an example of how you used it**  
**Give another skill and another example of how you used it.**

**List at least three or four different skills and examples.**

## **Work**

**History** = If you have not worked before, share volunteer, charitable or non-paid work experiences. If you have worked in a full-time, part-time, or summer job, these experiences should be listed instead of non-paid experiences, especially if they are related to the job you are seeking.

**For each job you list, give the date you started and the date you left and your title  
Provide company name, street address, city, state, zip code  
List three accomplishments or skills mastered**

## **Personal &**

**Professional** = List items that show you're a professional, hard working, able to learn, a team player, and that you get along with people.

**List Professional certifications or licenses (1st Aid card, Food Handlers card, etc.)  
Special talents, abilities or languages  
Hobbies, interests, or activities  
List a personal goal or ambition**

**Try to limit it one page**

**References** = On a separate sheet of paper list at least three references you should submit it with your resume

**Give the name, title and/or relationship to the person (teacher, mentor, supervisor, boss)  
Street address  
City, State & Zip code  
Area code and phone number**

**DO NOT LIST FAMILY MEMBERS AS A REFERENCE**

**Chris Hiremenow**  
**3 Givemeachance Road**  
**Anytown US 10000**  
**541 123-4567**  
**Axemen@4j.com**

**OBJECTIVE:** Seeking entry-level retail sales position

**EDUCATION:** South Eugene High School, Class of 2005

**Courses of Study:**

- Marketing, Oral Communication
- Business and Management CAM candidate

**SKILLS &  
ABILITIES:**

**MATH**

- Maintained a "B" average in Algebra and Geometry
- Computed my own 1040 EZ tax return, for a \$340 refund
- Cashier in the school store

**PEOPLE**

- Read to and play checkers with elderly at local nursing home
- Average, but enthusiastic member of basketball team
- Helped raise \$680 for Students Against Drunk Driving

**INTERESTS AND HOBBIES**

- \* Sport and Athletics
- \* Music and Videos
- \* Computer web design
- \* Culinary Arts

**TECHNICAL SKILLS AND CERTIFICATIONS**

10 key by touch  
Cash register operation  
CPR and 1<sup>st</sup> Aid card holder  
Current Food Handler card

**PERSONAL**

- Reliable: Missed only two day of school last year
- Outgoing: Debate team, FAST team, School band
- Contributor: Volunteered 100 hours at the Red Cross

**REFERENCES**

*(References should be listed on your resume when applying for entry level positions. List at least three references and include, relationship and phone number.)*

Mary Ditson, Computer Teacher, 687-3201  
Nancy Jones, Activity Coord., Senior, Health Ctr. 555 - 4567  
Stephanie Cannon, Leadership Advisor, 687-3201  
***Do not list family members as a reference***

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**Objective:** \_\_\_\_\_

**Education:** \_\_\_\_\_

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**Skills and Abilities:** \_\_\_\_\_

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**Work History:** \_\_\_\_\_

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**Personal & Professional:** \_\_\_\_\_

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**Your Name** \_\_\_\_\_

**Your phone number** \_\_\_\_\_

**References:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_