



Your Resume---The Road to Success

How to Prepare an Effective Resume

Work Based Learning Resume

Essentials

Before you write, take time to do a self-assessment on paper

Outline your skills and abilities as well as your work experience and extracurricular activities. This will make it easier to prepare a thorough resume.

The Content of Your Resume

All of your contact information should go at the top of your resume.

- Avoid nicknames
- Use a permanent address
- Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
- Add your e-mail address. Many employers will find it useful. (Note: choose an e-mail address that sounds professional.)



Objective or Summary

An objective tells potential employers the sort of work you're hoping to do.

- Be specific about the job you want. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- Tailor your objective to each employer you target or every job you seek

Education

New graduates without a lot of work experience should list their educational information first

- Your most recent educational information is listed first
- If currently a student, list where you are attending school and your expected graduation date
- Mention volunteer or extracurricular activities



Work Experience

Briefly give the employer an overview of work that has taught your skills. Use action words to describe your job duties. Include your work experience in reverse chronological order—that is, put your last job first and work backwards to your first, relevant job. Include:

- Title of position
- Name of organization
- Location of work (town, state)
- Dates of employment
- Describe your work responsibilities with emphasis on specific skills and achievements.

Summary – Resume Checkup

You've written your resume. It's time to have it reviewed and critiqued by a career counselor. You can also take the following steps to ensure quality:

Content:

- Run a spell check on your computer before anyone sees your resume
- Get a friend to do a grammar review
- Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected)