

### Why is a resume important?

A resume is a representation of you, your work history, and work ethic. In most job opportunities, this is your first step with the recruiter. If your resume does not have the information required, you will probably not get a call for an interview.

#### It is important to remember:

*State your accomplishments...not your job description.*

### Is the format of the resume important?

YES. Depending on whether you are a recent graduate, seasoned professional or degreed professional, your resume outline should reflect your *experience*.

There are plenty of free resume samples that will fit your particular background and experience. Go to these websites to download the best fit for you:

[Office.microsoft.com](http://Office.microsoft.com) (click templates)  
[Resumetemplates.org](http://Resumetemplates.org)  
[Instantresumetemplates.com](http://Instantresumetemplates.com)

### Should I change my resume depending on the job I am applying for?

YES. Your resume should be tailored specific to the job applied for. For example, if you are applying for an Administrative Assistant position, your resume should focus on those functions that would be required by an Admin. If you are applying for a Retail Manager position, your resume should focus on those functions that would be required by a Manager, etc.

#### Remember:

*State your accomplishments...not your job description.*

### Objective

Not necessary anymore. The objective statement was there to let the recruiter know in which position the resume was in reference to. Most resumes are submitted either on-line or by email to specific positions, so this is no longer required. Replace with a **Professional Summary**. A brief statement of your overall skills, abilities, and accomplishments. Customize to the job you are applying for.

### Skills

**VERY IMPORTANT!** List all Job-Related Skills – i.e. what you can contribute to the company. Example: Microsoft Word, Excel, Typing (55+ wpm), Management, Leadership, Foreign Language spoken, Organizational, Technical Writing, Customer Service, etc. Or, Forklift, Welding, Carpentry, Hand Tools, etc.

### Education

List education first if you don't have much work experience (recent graduate). If you do have work experience, list education last. List: Name of High School, City & State, Graduation Date. List: Any trade schools (i.e. vocational, secretarial, and technical), diploma/certificate and date. List: University, City & State, Graduation Date, Degree, and Major.

### Employment

**List:** most recent job first, then work chronologically backward. Be sure to include the month and year of employment. You only need to list the last 10 years of employment, unless a job is specific to the position in which you are applying.

**List:** all paid, unpaid, full time, part time, internship, cooperative education, extracurricular, military, leadership and/or course and teamwork projects. You may include volunteer work experience if it is related to the job you are applying for.

**DO NOT** include supervisor's name, address of company, phone number, reason for leaving, salary, etc.

**List:** Job Title, Organization, Division, Location, Dates Employed (month & year).

**List:** Any tasks related to position. Begin each abbreviated phrase with an action verb. End each phrase with a punctuation mark. Describe tasks using the **STAR** technique (*Situation, Task, Action, Result*). Demonstrate productivity by including all relevant #, \$, %.

### Honors/Affiliations

Level of Responsibility (Committee Member, Chair, Officer), Organization, Dates of involvement.

### References

**DO NOT INCLUDE.** Employers assume you have references. Provide a copy if they ask. Have a Reference sheet typed up using the same format as your resume and include names, title, addresses, phone numbers, and email addresses.

**DO NOT** send references with your resume unless the ad you are responding specifically asks for it.

### Resume Example

#### JOHN C. TEMPORARY

123 Main Street, Houston, TX 70000 Cell: (555) 978-8802 [Johntemporary00@yahoo.com](mailto:Johntemporary00@yahoo.com)

#### PROFESSIONAL SUMMARY

Dynamic sales and marketing professional with cutting edge sales strategies for the auto parts industry. Consistently achieve strong record of outperforming sales objectives, developing new business and strengthening customer relationships with advanced product and usage knowledge. Energized by new challenges. A leader in client presentations and negotiation skills with keen ability in planning and executing effective sales plan.

#### EMPLOYMENT HISTORY

Territory Sales Manager October 2014-Present

AutoZone Auto Parts: Houston, TX

- Increased overall sales in division by 20%.
- Ensure best practices in all aspects of store operations.
- Responsible for calling on AutoZone stores and their dealers assisting with Auto care and training outside sales agents.
- Lead sales team to market new store locations to existing and potential clients.

Sales Manager May 2011 – October 2014

American Parts Corporation: Houston, TX

- Supervised, trained and mentored over 20 Manufacture Representatives.
- Recommended Manufacture Representatives for corporate advancement.
- Ensure corporate safety program with both internal staff and external clients.
- Assisted more than 250 Auto care / AAA members with programs to grow their business.

Sales Associate April 2006 – May 2011

USA Auto Parts Inc.: Odessa, TX

- Assist customers with part selection and service.
- Assisted in quarterly store and warehouse inventory counts.
- Restock and merchandise sales floor for maximum product exposure.

#### MILITARY

U.S. Air Force September 1996 – September 2000

- Served four years as a Machinery Technician.
- Member of the Search and Rescue team and Assist team.
- Honorable discharge as an E-4 Second Class Petty Officer.

#### SKILLS

Microsoft Word	Microsoft Excel	EBMS
Microsoft PowerPoint	SalesForce	QuickBooks

#### EDUCATION

East High School, Odessa, TX

Diploma 1996

### Helpful Hints:

**Design** If you are using Microsoft Word, you can log onto their website and choose from many template styles of resumes. Choose the style that best fits your experience.

**Text** Use standard type face(s) such as Times New Roman, Ariel or Calibri. **DO NOT** use fancy or loopy fonts. Indent body for paragraph line-up. Use spell and grammar check. Have several people proof read for any errors.

**Font** 10 – 12 points. (No smaller than 10 pt.); **bold** headings, categories and highlights. Do not underline.

**Margins** Top margin should be no smaller .75; all other margins should be no smaller than .50.

**Headings** Name (largest font on paper; use legal name), current address, area code and phone number (s), e-mail and professional web address. If your resume is more than one page, be sure to include your contact information on the following sheets.

**DO NOT** include personal information.

**Paper** White, Ivory, or light colored, high quality, cotton fiber, 8 ½" x 11" paper only. Colored paper is not recommended. Most resumes are sent via email or faxed, so you want the text to be as clear as possible.

**Design** Choose the style that best fits your experience and skills. There are plenty of style to choose from.

### NEVER

List personal information on a resume. Age, weight, social security number, Driver's License number, husband's name, number of children, religion, personal photo, etc.

List employer contact information on resume, example: Supervisor's name, phone, etc. This type of information is reserved for the References. An employer will ask for references separately.

### DO

Use a professional email address. kittybooboo@yahoo.com is fine for friends, but choose a professional email address when corresponding with potential employers.  
Example: name@yahoo.com.

Follow up with employers. A simple phone call to check on the status of a resume submission or interview keeps you at the employers top of mind.