

## ANATOMY OF A RESUME

A resume usually has these **5 Sections**:

1. Contact Information
2. Professional Summary/Objective/Career Profile
3. Employment History
4. Educational Background
5. Other Skills, Non-Work Experience, and References

### SECTION 1: Contact Information

<b>[FIRST NAME] [LAST-NAME]</b>
[Permanent Address]
[Phone number]
[E-mail]

Formatting and content of contact information. Things to consider:

- Name should be written in a **large bold font**
- Use a permanent address that can reliably receive mail.
- Use an appropriate personal e-mail address. Give examples of appropriate and inappropriate addresses.

Inappropriate	Appropriate
<a href="mailto:hawtleggs59@hotmail.com">hawtleggs59@hotmail.com</a>	<a href="mailto:agnes.alderman@gmail.com">agnes.alderman@gmail.com</a>
<a href="mailto:chunkymonkey240@yahoo.com">chunkymonkey240@yahoo.com</a>	<a href="mailto:cbloomis@gmail.com">cbloomis@gmail.com</a>
<a href="mailto:iHatework@aol.com">iHatework@aol.com</a>	<a href="mailto:Miguel.A.Guzman@gmail.com">Miguel.A.Guzman@gmail.com</a>

## SECTION 2: Professional Summary

Approaches for writing a professional summary.

### PROFESSIONAL SUMMARY

Experienced, resourceful and effective retail manager with proven proficiency in all aspects of boutique management. Cutting-edge merchandiser with expert ability in combining innovative display techniques with visual standards and sales strategies in order to achieve optimal retail success. Top-selling sales associate who regularly exceeds client expectations by building on-going quality relationships.

A paragraph format professional summary has these features:

- about 3~4 sentences
- written in the third-person without “I” or “[your name]”
- uses adjectives, verbs, and other focused **keywords** that “match” qualifications for the sought position. Ask the class to identify keywords in example.
- describes the scope of roles, responsibilities, achievements, career highlights

### CAREER PROFILE

- - Caring, compassionate Registered Nurse with seven years experience in private practice, hospital, and hospice environments
  - Experienced Charge Nurse for cardiac and oncology floors for major teaching hospital
  - Strong analytical skills, capable of assessing conditions and implementing appropriate intervention
  - Effective trainer and educator for both peers and patients

- information is presented in organized “bite-sized” chunks. Each bullet point describes a different skill or experience—easy for quick a quick scan
- still uses focused keywords to describe roles, experience and skills
- section is titled “Career Profile” instead of “Professional Summary.” There are many ways to title this section

#### **Objective**

To contribute acquired bookkeeping and office management skills to an organization offering opportunities for advancement.

## SECTION 3: Work History

**WORK HISTORY:****Previous/Current Employer Names**

Dates worked (optional)

Locations

Job Titles

Responsibilities, skills gained, achievements

Two different work history formats:

**Chronological Format**

- List work in reverse chronological order (most recent job first)
- Include *measurable accomplishments*
- Good for people with steady work history

**Functional Format**

- Showcases skills and accomplishments first and lists your employers second
- Omits the exact dates worked (divide employers into present and past)
- This format works well for people who have gaps in the work history, older applicants

who don't want to reveal their age, people who have held lots of jobs in a short amount of time, and younger workers who do not have extensive experience.

**SECTION 4: Educational Background****EDUCATION:****School Name**, Location**Degree Earned**, Major, Graduation Date

GPA (if higher than 3.0)

Honors, Accomplishments, Relevant Coursework (optional)

DISCUSS the following:

- How long since graduation?
- Which degrees should you mention?
- Where should you place this section in your resume?

## **SECTION 5: Other Skills, Non-Work Experience, References**

### Other Skills

- Languages (level of fluency)
- Computer and other technical skills (typing speed, Microsoft Office, Operating Systems, industry-specific software, computer languages)
- Professional associations

### Non-Work Experience

- Volunteer service
- Way to demonstrate skills not listed in work experience