**How to Write THE Perfect Resume! **

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is a resume?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What Information is included in a resume?**

* Email address – avoid using unprofessional email addresses such as: big\_momma\_buns@gmail.com or cutie\_patootie@hotmail.com
* Include the address for your online portfolio or website (linkedin)

**EXAMPLE:**

Elizabeth (Lisa) Smith
1443 Minnesota Lane
City, Minnesota 55555

651.123.4567 (home) \* 612.123.4567 (cell)
esmith@email.com
http::⁄⁄www.esmith.com

**Objective Statement:**

* An objective statement clearly states the \_\_\_\_\_\_\_\_\_\_\_\_ of your resume.
* Not every resume has this. Use it to let an employer know your specific job or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Tailor your objective to the type of job to which you're applying.
* If you decide not to include it in your resume, be sure to state an objective in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **Example**: "To obtain a challenging position as an administrative assistant in the agricultural sales industry."

**Summary Statement**:

* A summary statement grabs the employer's attention by highlighting your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* It is used in place of an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* An employer may not read your entire resume. A summary will give them a snapshot of your work \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_.
* To be effective, it should be very brief (4-5 lines of text). It should also be written for the position you are applying for. Use keywords and resume verbs when creating your summary statement.

**Example:** "Resourceful planner/coordinator with extensive knowledge of inventory control and online inventory systems. Recognized by management for innovation and initiative in implementing JIT techniques as well as interdepartmental communications and supervisory skills."

**Employment History:**

You can present your work experience in a variety of ways:

* The most straightforward way is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* List your \_\_\_\_\_\_\_\_\_\_\_ or most recent job, and work backwards in time. Include your job title, your employer's name, the city and state in which it is located.
* Also list the \_\_\_\_\_\_\_ and \_\_\_\_\_\_ dates (month and year) of your employment. For each position, add a summary of your \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Example:**

Administrative Assistant (January 2009-Present)
ABC Financial Services, Minneapolis, MN

 Supported three department managers with word processing, scheduling, and filing.
 Generated reports to summarize monthly activities.

**EDUCATION:**

List your educational accomplishments, starting with your most \_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_ degree. Include the name and location of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ attended, your degree, and field of study/major.

**Example:**

**Bachelor of Science, Agricultural Sciences**, May 2009, Cum Lade

Virginia Polytechnic Institute and State University, Blacksburg, Virginia

**Concentration:** Agricultural and Applied Economics, Dairy Science, Agricultural Extension and Education

**Cumulative GPA**: 3.4/4.0; Dean’s List, Fall 2007, 2008

**In Major GPA**: 3.8/4.0

**Other Information:**

* Include relevant information that relates to the job to which you are applying. This may include \_\_\_\_\_\_\_\_\_\_\_\_ to organizations, volunteer work, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, computer skills, awards, and hobbies.
* Avoid mentioning religious, \_\_\_\_\_\_\_\_\_\_\_\_, or controversial affiliations unless they directly relate to the job you want.
* Don't include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on your resume. Employers assume that you can provide them with these.