

## BASIC RÉSUMÉ WRITING

### The Functional Résumé Format

*The functional format is useful for graduating high school or college students who do not have extensive job experience.*

*This type of résumé emphasizes skills and accomplishments achieved in school, activities, internships and in life.*

*These are the 5 basic parts →*

- {1} **Header:** your name, address, phone number, e-mail address.
- {2} **Job objective:** a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).
- {3} **Qualifications:** a brief list or statement highlighting your background, your strengths and what you want your employer to know about you. This can be optional.
- {4} **Skills/Achievements:** a description of your abilities, accomplishments and areas of competence. These can also be grouped under headings, such as *Office Skills*, *Technical Experience* or *Planning/ Organization*.
- {5} **Education:** a list of all formal education, workshops, seminars, internships, school-related activities and on-the-job training (if any).

# REVIEW ONLY

### Remember:

- Use only one or two typefaces in the design of your résumé.
- Use short phrases instead of long sentences and paragraphs.
- Line up all headings to keep your résumé looking clean and professional.
- Use good quality paper: A neutral color such as white or ivory is recommended.
- Do not include salary requirements.
- Do not include personal information such as date of birth, height, weight, marital status, health, religion or hobbies.
- Do not use the word *résumé* at the top of the page.
- Keep your résumé to one page.
- Have a list of references (names, company names, phone numbers) ready to give if requested.

# DO NOT SUBMIT FOR PRINT

### Use Action Words to Describe Skills

accomplished	charted	evaluated	issued
activated	classified	executed	launched
administered	coordinated	formulated	lectured
advanced	communicated	gathered	managed
advised	completed	generated	organized
analyzed	computed	guided	outlined
applied	critiqued	implemented	refined
arranged	delegated	improved	reorganized
assembled	designed	initiated	streamlined
attained	determined	instituted	trained
automated	developed	instructed	updated
budgeted	devised	introduced	utilized
calculated	established	invented	wrote