

## 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/Computer Skills*.
- {5} **Education:** a list of all formal education, workshops, seminars, internships, school-related activities and on-the-job training (if any). The most recent should come first.

# REVIEW ONLY

## School Datebooks

### 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, companies, phone numbers) ready in case requested.

# DO NOT SUBMIT FOR PRINT

### Use Action Words to Describe Skills

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

