

Building a Winning Resume

(Format: 1" margins all around, 12 pt. standard font, right-justify dates)

NAME

Address

Phone, fax, e-mail, web page

OBJECTIVE

(not usually a good idea – comes across as corny and obvious)

SUMMARY

(This is your Advertisement. 3 sentences is ideal; Create interest in your uniqueness)

First sentence: years doing what, in what field, for what industries or work settings.

Second sentence: areas of your technical expertise, skills.

Third sentence: (the tie-breaker) what makes you stand out, the qualities of how you do your work that will make you the person selected.

EXPERIENCE (in reverse chronological order)

Company or Occupation, location

dates

Title, position

. Examples of accomplishments: what, scope of project, results, good feedback

. (several more scenarios, for each employment)

or

SERVICES

(This format is called Functional – for senior professionals, more in a consulting mode)

and

ACCOMPLISHMENTS

(alternative format: give scenarios grouped according to category of expertise, then below accomplishment bullets, give employment history in reverse order, as above)

EDUCATION

Each degree, spelled out, Major (with any honors), Date received (reverse chronological)

School, location

SPECIALIZED PROFESSIONAL TRAINING / INDUSTRY SCHOOLS, etc.

SPECIALIZED SKILLS

LICENSURES AND CERTIFICATIONS

AWARDS / HONORS

MILITARY SERVICE STATUS

COMMUNITY ACTIVITIES

(be careful here, don't list politically or religiously sensitive activities)

PUBLICATIONS, PRESENTATIONS