

Resumes are broken down into several categories. Not all resumes list all the categories, and although there are several guidelines by which your resume will follow, it is YOUR resume and should reflect your achievements, education, experience, and any other information that accurately represents you at this time in your career. Also, as you write job descriptions, consider the responsibilities you had that would be attractive to your future employers.

1) OBJECTIVE (Optional)

Write down what type of line of work and position are you looking for. Answer in 1-2 sentences. (Example: Looking for a part time position as a hair stylist in a full service salon.)

2) EDUCATION

List your high school name and graduation date. (This may be omitted depending on your higher education listings) List any higher education (after high school) you have completed. Include the month and year of completion, what degrees you hold (and the institution you received them from), and/or degrees you are currently pursuing. You can also list any relevant courses. For example, if I were applying for a job in a print shop and my education included courses in graphic arts and pre-press preparation, I would list those classes. Please list the specific name of any courses you are considering listing. Also, if you had a high grade point average, list it.

3) EXPERIENCE

List all the jobs you've held that you'd like on your resume. Please include the following:

Place of employment (Business name)

Town and state of business

Month & year you began this job

Month & year you left this job

Brief summary of your responsibilities on the job.

4) ADDITIONAL SKILLS, CERTIFICATIONS, etc.

For instance, if you took a computer class, or know a 2nd language, list anything that is complimentary to your overall profile.

5) AFFILIATIONS

Any clubs or memberships you have. Any board positions you hold, etc.

6) PERSONAL

Most of the time, it's best to leave this out, however, if there are any unusual or highly complimentary or unusual things you have done that you'd like to list, go ahead and list them here.

7) REFERENCES

List the name, title, business name, and phone number of 3 persons who would recommend you to a future employer. They can be folks you know through business (preferable) or personally. Be sure, before you list ANYONE, to call them and make sure that they are willing to give you a good reference. Be sure you have their current phone number. You can also communicate with them on anything relevant to the position for which you are applying.