



DESIGNING YOUR PROFESSIONAL RESUMÉ

Career Services: we can help you get there.

DESIGNING YOUR PROFESSIONAL RESUMÉ

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The resumé's primary purpose is to secure a job interview — a foot in the door. It must attract the attention of prospective employers and interest them in what you have to offer as a candidate. In other words, the resumé is a sales promotional tool designed to sell YOU to an employer.

A resumé is a written summary of personal qualifications, education and experience intended to demonstrate capabilities for a particular position. A resumé should not be a full-fledged autobiography. It should present enough information in a brief, detailed and specific manner to inform the employer about you. It should reflect your strengths and achievements in a well-arranged, attractive, easy-to-read format. The resumé should always be current and contain relevant information.

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SELECTING A FORMAT

When selecting a format, you should consider readability, eye appeal and a total positive impression. Generous spacing and separation of components of your resumé will help achieve this effect. You may want to bold and/or capitalize key headings, job titles, education, special skills, accomplishments, etc.

There are three types of resumé formats from which you can choose:

CHRONOLOGICAL RESUMÉ

Chronological resumés are the easiest to prepare and are a popular style. Data is organized in time sequence in reverse order — most recent education and experience first.

ADVANTAGE: This traditional form gives a clear picture of where you've worked and what you accomplished there. It's logical and easy to follow. Many employers prefer this form. This format emphasizes continuity and growth.

DISADVANTAGE: Limited experience, any gaps in employment, or other weak areas may be evident if you use this form. This format is most dependent on past experience and dramatizes short-term employment.

FUNCTIONAL RESUMÉ

The functional resumé enables the candidate to focus on skills and qualities that can be applied to a number of situations. This style de-emphasizes chronological listings and emphasizes qualifications and related accomplishments. Skills are organized into categories, and this is especially valuable for people who lack direct job-related experience or have an interrupted work history.

ADVANTAGE: This form draws attention to accomplishments. It highlights what you're capable of doing. Your presentation is organized according to your interests rather than your past work experience. This format de-emphasizes short-term employment.

DISADVANTAGE: This form is not as universally welcome as the chronological format. It plays down direct experience. Some employers are suspicious that a candidate may be trying to cover up something, such as a gap in employment.

COMBINATION RESUMÉ

With a combination resumé, data is organized according to skills, as in the functional format, but includes a brief employment history. This combines the strengths of the functional and chronological formats, providing an opportunity for you to present your skills and attributes up front.

ORGANIZING YOUR INFORMATION

The following categories appear on most resumés:

HEADING

Be sure to include your name, present address, e-mail address and telephone number as well as a permanent address and telephone number if you are a college student or will be moving from your present address within a short time.

OBJECTIVE

An objective is similar to a personal mission statement and, when included, generally follows the heading. The statement must be specific enough that the prospective employer knows you are focused, but general enough that it doesn't limit your options within an organization. Many career counselors, in fact, advise leaving out an objective altogether for two reasons: 1) writing an effective cover letter can serve the same purpose, and 2) the space on your resumé may be better used to highlight your experience/skills. To be effective, it is best to tailor your objective to each organization or position targeted in your job search.

Examples:

OBJECTIVE: Microcomputer programming in a network environment.

OBJECTIVE: To secure a marketing/management position offering personal growth, challenge and responsibility.

EDUCATION/TRAINING

Beginning with your most recent college degree, work backward. Be certain to include your degree, major, date of graduation, school and location. You may elect to include additional areas of study, specific coursework or grade point average information if 3.0 or above. Graduates out of school five or more years usually omit this information since their work activities which demonstrate professional interests, leadership, participation and accomplishments are included. This section may also include certificates or licenses awarded.

WORK EXPERIENCE

Starting with your most recent experience, work backward. Be sure that you cover full-time, part-time, summer and volunteer work; military service; internships (this could be a separate category); and self-employment. Be sure to document job title, name and location of employer, major accomplishments and responsibilities, and dates of employment. Use action verbs in describing your duties, responsibilities and accomplishments. (See action verb list.)

SUMMARY OF SKILLS

This approach is best used with a functional format. Perhaps you have been employed at the same location for a long period of time or several locations performing similar functions; identify your major skill areas and highlight them by using action verbs to give an in-depth description of your duties, responsibilities and accomplishments. A summary of skills allows the reader to see precisely what strengths you possess.

ACTIVITIES/HONORS

The intent of this category is to indicate leadership skills, motivation, initiative and organizational skills. Be careful to select activities that are current and relevant to the position you are seeking. Identify the organization(s) to which you belong and the role you play in each. Highlight any activities which are closely related to your career goals and/or the needs of the employer. Additionally, include any honors and accomplishments.

INTERESTS

You may want to identify some of your personal interests if they are pertinent to your career goals and/or the needs of the employer. Do not include this information if it takes up space needed for more relevant information.

REFERENCES

You may handle this section in one of several ways: 1) Indicate "References Available Upon Request" at the bottom of your resumé; or 2) Submit an additional reference page. If identifying your references on a separate page, include the name, title, organization address (including city, state, and zip code), business telephone number and e-mail address of your references. **Always** get permission from individuals before using them as a reference.

JOB SEARCH TIP

Verbs for positions you no longer hold should be past tense.



STRENGTHENING THE PRESENTATION

Whether describing a paid position, volunteer work or involvement in an organization, the language of your resumé is very important in lending clarity and strength to your message. Consider the following tips in an effort to "power up" your resumé.

BE RESULTS ORIENTED

Today's employers are looking for accomplishments. You may have been president of a student organization, but an employer is more interested in what you **did** as president. Include relevant skills and accomplishments applicable to your career.

For example:

Instead of: President, American Marketing Association, September 2011-May 2012

- President of 60-member organization
- Presided over officers group

Write: President, American Marketing Association, September 2011-May 2012

- Raised membership 50 percent, from 30 to 60 members
- Motivated officers group to accomplish all goals and objectives

USE ACTIVE VERBS

Passive verb constructions — as well as phrases such as "responsible for" and "duties included" — tend to be boring. You should strive to use vivid language without succumbing to any latent tendencies to overdramatize. A proven method for creating a more interesting and effective resumé is to start each sentence with an action verb. (See action verb list.)

Instead of: Responsible for preparation of the sales tax report each month for my superiors

Write: Prepared monthly sales tax report for management

Instead of: Prepared and taught lessons to 25 third-graders during student teaching

Write: While teaching 25 third-graders, developed and implemented a new unit that utilized cooperative learning

JOB SEARCH TIP

Be grammatically correct and check your spelling.

SHORT PHRASES ARE EASIER TO READ

One of the most effective methods of giving energy and life to your resumé is to make the writing flow easily and quickly. Complete sentences, however well constructed, cannot be read as quickly as fragments. Short phrases with strong verbs are easy to scan, conveying your message clearly and dynamically without verbal excess, redundant auxiliary verbs or a clutter of personal pronouns. How long can anyone sustain interest when each sentence begins:

I was... I did... I have... I am... I made... I...

You get the idea. Sentence fragments allow you to skip over the repetitive personal pronoun and get directly to the important part, the activity or accomplishment, and to lead off each entry with a strong verb.

Suppose you found this on a resumé:

I have had the responsibility in April of each year for putting together the Washington School talent show which earned money for the general fund.

Look at the difference when an action phrase replaces a complete sentence:

Created and organized profitable annual school talent show

By combining your activities with strong action verbs, the phrases on your resumé might look something like this:

- Utilized effective classroom management strategies
- Planned, prepared and organized materials for thematic units
- Provided consistent enthusiasm and creativity in classroom activities
- Individualized instruction for students at all levels and abilities
- Facilitated the implementation of writing and reading strategies in 10 elementary buildings
- Developed a training packet for portfolio assignment
- Instituted a new curriculum that included long-range plans to incorporate computer literacy into daily instruction

Action words and phrases will produce a significant bonus. When you begin to interview for positions, you will already have the habit of expressing yourself in language that makes you sound vital, energetic and enthusiastic.

INCORPORATE A BRIEF EXPLANATION OF YOUR ACTIVITIES WHENEVER NECESSARY

Examples:

Instead of: Recipient of John Doe Scholarship
Write: Recipient of John Doe Scholarship for Exemplary Leadership Skills

Instead of: President of Kappa Epsilon Gamma Fraternity
Write: President of 80-member Kappa Epsilon Gamma Fraternity, which is dedicated to undertaking education-oriented public service projects

QUANTIFY YOUR ACHIEVEMENTS

For example: "supervised others" can be made more specific and impressive by stating "supervised three junior sales associates."

USE PROFESSIONAL, WORK-ORIENTED LANGUAGE

Showcase work-related skills that may not be obvious at first glance. For example, if you worked as a prep cook in the kitchen of a local restaurant, it's easy to surmise that you mastered the art of chopping vegetables. A prospective employer, however, is probably not as interested in that as he/she would be that you were promoted from assistant prep cook to prep cook in only two weeks.

Examples:

Occupation: Waitress
Instead of: Waited on tables
Write: Ensured customer satisfaction through prompt, cordial service

Occupation: Shoe Salesperson
Instead of: Took inventory
Write: Took charge of purchase and receipt of merchandise and inventory control

USE THE SPECIFIC VOCABULARY OF THE INDUSTRY

Acquaint yourself with the acronyms, accepted abbreviations and buzzwords that will help to give your resumé a familiar feel to the employer. Read trade magazines specific to your industry and make note of words that come up during informational interviews. Demonstrate that you are prepared to work in your career field.

JOB SEARCH TIP

When using a two-page format, **ALWAYS** put each page on a separate sheet of paper. Fill at least half of the second page and be sure your name is on it.



FINISHING TOUCHES

DESIGN AN ATTRACTIVE LAYOUT

- Leave a one-inch margin on all sides.
- Use capital letters, bolding and indenting to emphasize important information.
- Keep paragraphs short, and double- or triple-space between them.

TYPE OR PRINT YOUR RESUMÉ

- Each resum  should be individually written using a word processing program.
- Use a program, fonts and output device that produce neat, clean type (or hire a professional).
- Choose a typeface that is simple.
- Use high-quality bond paper (at least 20-pound weight). Generally, employers are conservative, and a resum  prepared on white, off-white, light tan or light gray will receive a more positive response.

PROOFREAD CAREFULLY

- Check spelling, punctuation, grammar and word use.
- Have someone else with good language skills proofread your resum , too.

MAKE HIGH-QUALITY COPIES

- Have your resum  reproduced by a quality laser printer.
- Don't use a photocopier to make copies.

JOB SEARCH TIP
Make it easy for an employer to contact you. If you don't currently own an answering machine or a cell phone with voice mail, consider investing in one. Many jobs have been lost because someone could not be reached; you don't want to add your name to that list.
Additionally, innovative answering machine messages such as, "I'm not here right now. The Rolls is in the shop, and I'm at the stockbroker's looking over my portfolio!" may be fun to listen to but aren't in your best interest during the job search.
Potential employers don't find them very amusing when they are calling you for an interview. This doesn't mean that your message should be devoid of personality, but it should be brief and professional.



JOB SEARCH TIP
Don't forget to advise roommates and/or family members that your job search has commenced. Stress the importance of answering the phone professionally and taking accurate messages.

CHECKLIST FOR A WINNING RESUM 

- Visual appeal
- Well organized and easily skimmed
- Free of errors
- Does not exceed two pages
- Current information relevant to the position sought
- Information is centered and balanced on the page
- Name, address and telephone number are clearly visible
- Underscoring, bold type and capitals are used appropriately
- Career objective is clear and concise
- Dates and numbers are kept to a minimum
- Past experience is presented in positive, active terms stressing achievements
- Include activities and honors which indicate leadership skills and organizational abilities and avoid listing all activities for the sake of making your resum  longer
- Action verbs are appropriate and are in the same tense
- The resum  sells what you want it to sell

EXCLUDE THE FOLLOWING

- The use of "I" statements
- Listing job duties rather than skills
- Flowery language
- Dishonesty
- Date you are writing the resum 
- Picture
- Religious and political affiliation
- Salary requirement
- Names and addresses of references
- Personal data (marital status, date of birth, height, weight, health, etc.)
- Reasons for leaving past positions
- Any negative information

SUGGESTED CATEGORICAL HEADINGS

OBJECTIVES

- Job Objective
- Teaching Objective
- Career Objective
- Professional Objective
- Position Desired
- Job Target
- Career Goal

EDUCATION

- Educational Background
- Educational Preparation
- Educational Record
- Academic Background
- Academic Training
- Related Coursework

QUALIFICATIONS

- Special Training
- Certification
- Endorsements

SKILLS

- Areas of Knowledge
- Areas of Experience
- Areas of Expertise
- Capabilities
- Educational Highlights

- Course Highlights
- Background Highlights
- Career Highlights
- Professional Skills
- Educational Interests

EXPERIENCE

- Related Experience
- Professional Experience
- Practicum Experience
- Teaching Experience
- Coaching Experience
- Experience Summary
- Experience Highlights
- Professional Background
- Military Experience

ACHIEVEMENTS

- Career Achievements
- Accomplishments
- Achievements Related to Job Objective

EMPLOYMENT

- Other Work
- Other Experience
- Employment History
- Work History

- Part-time and Summer Work Experience

ACTIVITIES & HONORS

- Volunteer Activities
- Related Activities
- Civic Activities
- Professional and Community Activities
- Community and Other Activities
- Extracurricular Activities
- College Activities
- Activities and Distinctions
- Special Honors
- College Distinctions
- Honors and Distinctions
- Honors/Awards
- Organizations, Activities and Honors

MEMBERSHIPS

- Professional Memberships
- Professional Affiliations
- Professional Organizations

PERSONAL

- Summary of Qualifications Profile
- Special Talents
- Special Skills
- Interests
- Travel Abroad
- Language Competencies
- Military Service

SPECIAL ACCOMPLISHMENTS

- Exhibits
- Publications
- Current Research Interests
- Master's Thesis
- Presentations
- Conferences Attended

TESTIMONIALS

- References
- Credentials
- Placement File

ACTION VERBS

Your resumé should convey the skills you can offer an employer. The words you use to describe your experiences, activities, etc., can convey the skills you have developed. These words are crucial to your purpose of obtaining a job interview. Use concrete nouns, positive modifiers and strong action verbs. Be aware of the tone the words convey – avoid sounding arrogant or opinionated. Use concise phrasing rather than complete sentences. Quantify as much as possible.

MANAGEMENT

administered
analyzed
assigned
attained
chaired
conducted
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
handled
implemented
improved
increased
let
managed
organized
oversaw
planned
prioritized
produced
proposed
recommended
reviewed
scheduled
strengthened
supervised

COMMUNICATION

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed

directed
drafted
edited
encouraged
enlisted
entertained
formulated
influenced
interpreted
interviewed
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
referred
reported
spoke
translated
wrote

RESEARCH

clarified
collected
compared
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

TECHNICAL

assembled
built
calculated
computed
designed
devised
engineered
fabricated
lifted
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

TEACHING

adapted
advised
clarified
coached
communicated
conducted
coordinated
demystified
developed
educated
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
led

persuaded
set goals
stimulated
trained

FINANCIAL

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
figured
forecasted
handled
managed
marketed
planned
projected
recorded
researched

CREATIVE

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
innovated
instituted
integrated
introduced

invented
originated
performed
planned
revitalized
set up
shaped

HELPING

advised
assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
led
motivated
referred
rehabilitated
represented

CLERICAL/ DETAIL

approved
arranged
audited
cataloged
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored

operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated
wrote

ADDITIONAL

achieved
adjusted
expanded
improved
moved
pioneered
protected
reduced (losses)
resolved (problems)
restored
served
spearheaded
strengthened
synthesized
transformed

FORMATTING YOUR RESUMÉ

YOUR NAME

Permanent Address
City, State, Zip

Phone Number
E-mail

OBJECTIVE

(Optional) This section is used by many students to target the resume to a specific position/employer as well as to summarize how they can benefit that employer.

EDUCATION

Degree (Bachelor of Arts/Science), Major, May 20XX
Include minors and concentrations here
School (Fort Hays State University), Hays, KS
GPA if above 3.0/4.0 (If below a 3.0/4.0 consider GPA in major); include Latin honors here

List most recent first, if you have attended more than one school. Don't list high school unless you are a freshman or sophomore and you have had high school experience that enhances your candidacy.

Study experience abroad can be included here or highlighted in a separate section.

RELEVANT COURSEWORK

If your degree includes a unique combination of courses and projects in areas relevant to the position for which you are applying, indicate these course titles.

LICENSES

(Optional) This section may be re-named "Certifications." Include when applicable.

INTERNSHIPS

Position Title, Dates
Organization Name, City, State
• Include quantifiable accomplishments. Prospective employers are interested in how well you performed at your internship, not just the tasks you completed.
• Use action words to describe your skills and accomplishments.
• Whenever possible, use numbers and give specific examples of results and achievements.

RELEVANT EXPERIENCE

Position Title, Dates
Organization Name, City, State
• Description/amount of responsibilities, number of people supervised and special accomplishment (can be paid or unpaid experience).
• Use action words to describe your skills and accomplishments.
• List most recent experience first, in reverse chronological order.
• Freshmen/sophomores: only list high school experiences if they enhance your candidacy.

QUALIFICATIONS

Foreign languages.
Computer languages and skills.
Other special abilities that are relevant.

COMMUNITY SERVICE/ VOLUNTEER EXPERIENCE

List any volunteer or community service activities participation.

ACHIEVEMENTS

(Optional) This section may be re-named "Accomplishments," "Abilities" or "Capabilities."

ACTIVITIES/LEADERSHIP

This optional section can be used for activities, leadership, campus involvement and community service. List name of organization, dates, responsibilities and offices held (if any.)

PROFESSIONAL AFFILIATIONS

List membership in professional affiliations, including contributions or offices held.

HONORS/AWARDS

List noteworthy academic, athletic, community, club and employer recognition here.

SAMPLE RESUMÉ

Morgan Freeman

111 South Park

Hays, KS 67601
freeman@hotmail.com

(785) 620-0000

OBJECTIVE

To obtain a law enforcement-related position in a metropolitan setting.

EDUCATION

B.A. Justice Studies, May 2015
Minor: **Sociology**; Certificate: **Leadership Studies**
Fort Hays State University, Hays, KS
Overall GPA: 3.70 on 4.0 scale

HONORS/ACTIVITIES

Dean's Honor Roll, Academic Award of Excellence, National Criminal Justice Association, Delta Tau Omega, Special Olympics, Intramurals

QUALIFICATIONS

- Computer experience with Microsoft Word, Access, Excel and PowerPoint; Adobe Acrobat and PageMaker.
- Familiar with German Language.
- Strong analytical, organizational, problem solving and interpersonal skills.

RELEVANT COURSES

Civil Liability Issues	Topics in Justice Studies
Criminal Law and Procedure	Community Policing
Sociology of Corrections	Administration of Justice Systems

INTERNSHIPS

- Sheriff's Intern**, Fall 2014
Rooks County Sheriff's Department, Stockton, KS
- Rode with deputies on various investigation assignments
 - Observed officers in various settings throughout Rooks County
 - Helped organize inmate files for jailer
- Detention Specialist**, 2013-2014
Kelly Detention Center, WaKeeney, KS
- Managed safety program for juveniles
 - Gained knowledge and understanding of juvenile laws and policies
 - Performed various tasks required by management

WORK EXPERIENCE

- Farm Hand**, 2012-Present
Freeman Farms, Ellis, KS
- Operate large farm equipment and perform maintenance on equipment
 - Work in a wide variety of farm/ranch duties

REFERENCES

Available upon request

SAMPLE RESUMÉ

JOE JOHNSON

2436 Richland Drive
Hays, KS 67601
(785) 620-0000

CAREER OBJECTIVE

Position as a sales or marketing representative for a major corporation, with long-range career objectives in public relations

EDUCATION

B.A. Communication, December 2015
Fort Hays State University, Hays, KS
Emphasis in Public Relations
GPA 3.45 on 4.0 scale

QUALIFICATIONS

- Strong organizational and interpersonal skills
- Adept in Microsoft Word, Excel, Access; and Adobe PageMaker, Photoshop

PROFESSIONAL EXPERIENCE

- Marketing Analyst Intern, Summer 2014
Hays Convention and Visitor's Bureau, Hays, KS
- Developed marketing strategy promotion for city of Hays
 - Organized and directed group activities for a market research project
 - Designed and distributed questionnaires for report data collection
 - Interpreted research data for presentation of a professional proposal

RELATED EXPERIENCE

- Utilized communication and public relations skills by making contact with university alumni for annual university fundraising drive
- Initiated and managed special sales promotions for local novelty store

WORK EXPERIENCE

- Assistant Manager, August 2014 - Present
Walgreens, Hays, KS
- Schedule and supervise personnel
 - Maintain daily cash flow and deposits
 - Improve inventory control methods
 - Encourage public relations skills among employees
- Front Desk Clerk, June 2012 - May 2014
Holiday Inn Express, Hays, KS
- Processed guest registrations and check outs
 - Posted receipts, pay outs and charge slips to ledgers
 - Provided courteous guest service and responded to guest inquiries
 - Resolved credit discrepancies

HONORS AND ACTIVITIES

- Dean's Honor Roll
- Student Government Representative
- University Ad Club

REFERENCES

Available upon request

SAMPLE RESUMÉ

Jason L. Sport

600 Park Street
Hays, KS 67601

Phone # 785-555-1498
jlsport@mail.fhsu.edu

OBJECTIVE

To work in the area of Sports Operations and Recreational Management and expand on my knowledge and experience in the industry.

EDUCATION

B.S. Health and Human Performance, July 2015
Fort Hays State University, Hays, KS
Major: **Recreational Sports Management**
Minor: **Business Management**

INTERNSHIP

Game Day Internship, April 2014-June 2014
Wichita Baseball Inc., Wichita, KS
On-Field Promotions
Video Operations
Ticket Sales
Customer Service
Merchandising

QUALIFICATIONS

Computer experience in Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Microsoft Windows 98 & XP.
Proven leadership qualities, communication and organizational skills.
Ability to work well with groups to accomplish an assigned task.

RELATED EXPERIENCE

General Manager Assistant, June 2014-September 2014
Wichita Baseball Inc. & Wichita Wranglers (Double A affiliate of the Kansas City Royals), Wichita, KS
Assisted General Manager with daily activities.
Organized the National Baseball Congress Tournament.
Managed staff and coordinated game day events.
Developed promotional information for future events.

Golf Instructor, Summer 2013
Gove County Extension, Quinter & Grinnell, KS
Instructed boys and girls on proper golf techniques.
Organized summer golf tournament.

WORK EXPERIENCE

Manager/Bartender, September 2013-Present
Gella's Diner & Liquid Bread Brewery Co.
Manage all areas of the restaurant.
Responsible for daily liquor inventory.
Prepare and serve drinks to order.
Responsible for infusion of homemade liquors.

ACTIVITIES

Intramural Recreation Club, Volunteer for Special Olympics, Volunteer Youth Basketball Coach, Football Official, Softball & Baseball Umpire, Assistant Event Coordinator for Hays City Shootout Basketball Tournament, First-aid Certified.

REFERENCES

Available upon request

SAMPLE RESUMÉ

TERRENCE ACKERMAN

1234 East Terrace
Hays, KS 67601
(785) 620-0000

EDUCATION

B.S. Information Networking and Telecommunications, May 2015
Emphasis: Computer Networking
Fort Hays State University, Hays, KS

QUALIFICATIONS

Qualified to play an integral role in the field of information services where talents and experience will contribute to the use of technology in achieving client goals. Expertise:

Windows NT Server 5.2	Microsoft SQL	Visual Basic
Joomla!	Windows NT Workstation 4.0	Java
HTML and CS5	VMware	Telecommunications

PROFESSIONAL EXPERIENCE

INFORMATION SYSTEMS INTERNSHIP

Hays Medical Center, Hays, KS (January 2014-Present)
Work with system analysts to research and resolve local and wide area network issues on a network that includes OS/400, NetWare, UNIX and Windows NT.
Provide on-site hardware and software support for desktop hardware and applications.

STUDENT HELPDESK CONSULTANT

Fort Hays State University, Hays, KS (August 2012-January 2014)
Provided technical support for students and faculty in connecting to the Fort Hays State University Internet Service.
Researched and created support documents for distribution to customers and Helpdesk consultants.
Resolved Internet dial-up technical issues and activated new accounts.

TECHNOLOGY INTERN

Farm Credit Services of Northwest Kansas, Stockton, KS (May 2013-August 2013)
Assisted with management of technology applications in the regional offices.
Responsible for training, technology research and help desk support.

CERTIFICATIONS

Microsoft Certified Technical Specialist
Microsoft Networking Essentials
CISSP (Certified Information Security Systems Professional)

SAMPLE RESUMÉ

LAVERNE WASHINGTON

Permanent Address

1528 Paris Way
WaKeeney, KS 67672
(785) 743-0000

School Address

106 West 19th
Hays, KS 67601
(785) 625-0000

PROFESSIONAL OBJECTIVE

General nursing in a metropolitan major hospital, leading to a career as a surgical nurse.

EDUCATION

Bachelor of Science in Nursing, May 2015
Fort Hays State University, Hays, KS
GPA 3.66 on 4.0 scale

NURSING/CLINICAL EXPERIENCE

General Health Care, September 2014-December 2014
Russell Regional Hospital, Russell, KS.
Aided chronically ill patients in reaching optimum functioning in all aspects of life — physical, social, financial and nutritional. As a patient advocate, utilized both team and community resources.

Advanced Critical Nursing Care, September 2013-December 2013
St. Anthony Campus, Hays Medical Center, Hays, KS.
Gained experience in many different units including ICU, NBICU, Surgery, Oncology — in-patient and out-patient, Chemotherapy, Dialysis, Alcohol Rehabilitation and Emergency Room. Received training in Rapid ECG Interpretation and access, care of indwelling central venous devices, Nutrition Counseling and Rehabilitation Services.

Prevention Intervention, September 2012-December 2012
Hadley Campus/Hays Medical Center, Hays, KS.
Participated in pre-natal classes, screening, referrals, the Denver Developmental Screening Test and other related activities. Developed skills in communication and crisis theory. Provided initial counseling to sexual abuse victims, mentally ill clients and subsequent referral.

WORK EXPERIENCE

Student Nurse, Summer 2014
Good Samaritan Center, Hays, KS.
Worked on a split-shift basis and substituted for regular staff in caring for elderly patients, helping with emotional and physical problems. Assisted in devising recreational programs.

Transcriptionist/Student Assistant, August 2013-May 2014
Student Health Center, Fort Hays State University, Hays, KS.
Transcribed physician's dictation on client care. Assisted students with services. Developed organizational skills and interpersonal relationships.

Nurse's Aide, Summer 2013
Trego-Lemke Memorial Hospital, WaKeeney, KS.
Assisted in all areas of patient care. Worked in laboratory and supply room. Learned the importance of keeping accurate records. Ran errands for medical staff and assisted with related duties. Enhanced communication skills through working with staff and patients.

ACTIVITIES/HONORS

Dean's Honor Roll, Fort Hays Association of Nursing Students, Who's Who Among College Students, Intramurals, Special Olympics Volunteer, Young Couples Christian Fellowship.

SPECIAL SKILLS/INTERESTS

Strong organizational and interpersonal skills, familiar with Spanish language, experience with Microsoft Word, Access and Excel.

SAMPLE RESUMÉ

Mary M. Meadows

McMindes Hall
Hays, KS 67601
(785) 628-0000

8331 Kansas Street
Topeka, KS 66601
(785) 883-0000

EDUCATION

B.S. Biological Sciences, May 2015
Fort Hays State University, Hays, KS
GPA 3.68 on a 4.0 scale

Certified Emergency Medical Technician, June 2013
Johnson County Community College, Overland Park, KS

QUALIFICATIONS

- Familiar with autoclaves, water baths, water purifiers, centrifuge, vacuum suction and Thermal Cycler machine.
- Extensive computer experience with MS Excel, MS Word, MS Access, Adobe PageMaker, Adobe Photoshop, Internet.
- Analytical, organizational and interpersonal skills.

INTERNSHIP

- Intern**, Biology/Serology Department, Kansas Bureau of Investigation, Great Bend, KS, Summer 2014.
- Worked with DNA Analysis technique DQ • Polymerase Chain Reaction (PCR).
 - Performed various studies using PCR.
 - Enhanced organizational skills due to specifications and requirements of PCR Analysis.
 - Gained an understanding of the demands required from a Forensic Scientist.

WORK EXPERIENCE

- Pharmacy Clerk**, Dillion's Pharmacy, Hays, KS, June 2013 to Present.
- Handle nursing home prescriptions and deliver medications.
 - Greet customers and create a friendly atmosphere.
 - Operate cash register and computer.
 - Assist fellow employees with unpacking shipments of pharmaceutical supplies.

Supplemental Instructor, Fort Hays State University, Hays, KS, August 2013 to May 2013.

- Provided individual and group instruction for calculus students.
- Conducted intensive review sessions.
- Acted as liaison between students and instructor.
- Improved interpersonal skills.

HONORS/ACTIVITIES

- VIP Student Ambassador
- Financial Aid Review Committee and Financial Aid Appeals Committee
- SPURS Honor Society (Secretary)
- Dean's Honor Roll
- Academic Award of Excellence recipient
- Biology Club

REFERENCES

Available upon request.

SAMPLE RESUMÉ

SHARON HINKLE

2816 Granite, Apt. B
Hays, KS 67601

(785) 555-0000

One hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove but the world may be different because I was important in the life of a child.

— Anonymous



EDUCATION

Fort Hays State University, Hays, KS, December 2014
Bachelor of Science: **Elementary Education**
Grade Point Average: 3.9
Areas of Emphasis: **Language Arts and Mathematics**

TEACHING EXPERIENCE

- Student Teacher, Tanner Heights Elementary, Springdale, KS, Fall 2014**
- Introduced a reading skills program in which 75 percent of the students reached an 8th grade reading comprehension level.
 - Developed lesson plans for teaching in both 5th grade and kindergarten.
 - Initiated hands-on science experiments.
 - Introduced electronic "states and capitals" learning center.
 - Taught hands on computer lessons in both 5th grade and kindergarten.
 - Worked in inclusionary setting with moderately and mildly mentally handicapped students.
 - Enriched students' experiences by utilizing teacher assistant and parent volunteers.
 - Broadened experience by attending School Board, PTO and PBA committee meetings.
 - Developed mathematics game utilizing computer applications for increased math application skills.
 - Effectively used cooperative learning strategies.
- Tutor, LaCrosse, KS, Spring 2012**
- Tutored primary learning disabled student in language arts. Raised reading level over one year in 16 weeks.
 - Tutored fifth grade student in all subject areas.

PROFESSIONAL-RELATED ACTIVITIES

Kappa Delta Pi Education Honorary, President, Newsletter Editor
Elementary Education in Action
Indiana Association for the Education of Young Children

ACTIVITIES

Student Leadership Development Board
A select 25-member student organization; consultants for the development of leadership skills within the FHSU community; also conducts leadership conferences for high school students. Publications Chair, Historian

North Central Association Task Force
Served at request of the president of Fort Hays State University on a task force which prepared Fort Hays State's presentation for re-accreditation.

AWARDS AND RECOGNITION

Who's Who Among Students in American Colleges and Universities, 2010
Dean's Honor Roll

SAMPLE RESUMÉ

Scott Smith

P.O. Box 001
Gove, KS 67736
(316) 620-0000

CAREER OBJECTIVE

To provide a stimulating learning environment while instructing students in principals and concepts of physical education, health, science and English. Also to challenge athletes as a coach.

EDUCATION

B.S. Physical Education, December 2014
Fort Hays State University, Hays, KS
Certifications: **Physical Education and Health K-12; Sciences and English 5-9**

PROFESSIONAL EXPERIENCE

- Student Teacher, USD 388, Ellis High School and Washington Junior High, Ellis, KS, Fall 2014.**
- Effectively used directed discussion and cooperative learning strategies.
 - Successfully utilized concept-mapping techniques.
 - Devised methods to encourage students in the junior high to improve note-taking skills.
 - Broadened experience by attending in-service activities.
 - Developed instructional aides to stimulate interest in science and English.

Coaching, USD 388, Ellis, KS.

- High school assistant basketball, November 2013-March 2014.
- Junior high assistant football, Fall 2010.
- K-18 head baseball coach, Summer 2010.

Field Experience, Hays High School and Felten Middle School, Hays, KS, Fall 2012.

- Observed a variety of teaching methods.
- Assisted in scientific experiments.

RELATED EXPERIENCE

Volunteer Youth Soccer Coach, Hays Recreation Commission, Hays, KS
Camp Counselor and Waterski Instructor, Camp Vega, Kents Hill, ME
Student Assistant, Third Grade P.E Day, Fort Hays State University, Hays, KS
Special Olympics Volunteer, Hays, KS
Day Camp Counselor, Lawrence Parks and Recreation, Lawrence, KS
Intramural Referee/Official, Hays, KS
Organizational Coordinator, Inter-Varsity Christian Fellowship, FHSU, Hays, KS

PROFESSIONAL ORGANIZATIONS

KNEA (Kansas National Education Association)
P.E.K. (Phi Epsilon Kappa)
KAHPERD (Kansas Association of Health, Physical Education, Recreation and Dance)
AAHPERD (American Alliance of Health, Physical Education, Recreation and Dance)

ACTIVITIES AND HONORS

Fort Hays State University Varsity Track and Field Team
Attended AAHPERD National Convention, Denver, CO
Attended various KAHPERD conventions
Phi Sigma Kappa Fraternity
Paid for 95% of education while maintaining a 3.75 GPA

REFERENCES

Available upon request

SAMPLE RESUMÉ



ERIN J. HATCHER

600 East 430th Avenue
Russell, KS 67663
(785) 743-2245

erinh@gmail.com

ERIN J. HATCHER

Page 2

EDUCATION

B.S. in Elementary Education, May 2015

Fort Hays State University, Hays, KS
Major GPA: 3.8, Overall GPA 3.6

Involved in the TEAM elementary education program at FHSU which allowed me to gain over 1000 hours of classroom experience.

RELEVANT COURSES

Early Childhood 10 hours

- Methods and Materials for Early Childhood Education
- Parent, School, Community

EDUCATIONAL EXPERIENCE

Student Teaching, Spring 2015

Wilson Elementary School, Kindergarten, Hays, KS

- Lesson planning, and implementation of those plans for all content areas
- Attend and assist with Parent/Teacher Conferences
- Maintain positive classroom environment, as well as classroom disciplinary issues
- Use centers for math, science, reading, social studies and writing to compliment child-based hands-on curriculum
- Attend all grade level, faculty and school-wide professional development meetings

Social Studies Internship, Fall 2014

Roosevelt Elementary School, 1st Grade, Hays, KS

- Activities included observation of cooperating teacher and working with 5th grade students in the social studies curriculum

Corrections of Reading Internship, Fall 2014

Washington Elementary School, 1st Grade, Hays, KS

- Individualized instruction for 1st grade students with identified reading disabilities
- Administered Diagnostic and Summative Assessments
- Developed a tutoring program based on the results of those assessments and determined learning gains

Science Internship, Fall 2014

Lincoln Elementary School, Kindergarten through 2nd Grade, Hays, KS

- Co-Taught 5-day unit in self-established after-school setting
- Created and implemented science lesson plans

Reading and Language Arts Internship, Spring 2014

Wilson Elementary School, Kindergarten, Hays, KS

- Completed several sessions of small group instruction including guided reading

Mathematics Internship, Spring 2014

Lincoln Elementary School, 3rd Grade, Hays, KS

- Guided students working with software application programs such as HyperCard
- Experienced a team teaching classroom situation which combined two third grade classrooms and two teachers
- Attended class meetings and gained experience in using positive discipline
- Provided students with a variety of written activities that coincided with literature being read

Freshman Intern, Fall 2013

Wilson Elementary School, Kindergarten, Hays, KS

- Developed and implemented lessons about the land of Africa
- Assisted students with spelling and administered weekly spelling tests
- Observed and began to practice a variety of classroom management strategies

SPECIAL SKILLS

Computer experience in Microsoft Word, Hyperstudio, Claris Works, Windows XP and Microsoft PowerPoint. Strong organizational and interpersonal skills.

OTHER EXPERIENCE

Salesperson, January 2013-Present

Maurices, Hays, KS

Student Assistant, August 2011-December 2012

Registrar's Office, Fort Hays State University, Hays, KS

PROFESSIONAL ACTIVITIES

- Participated in various seminars about parent involvement in school including Parents University
- Gained expertise in teaching and scoring six-trait writing at Kansas Reading Association Meeting
- Received training on Kansas curriculum standards at a seminar held at Fort Hays State University
- Participated in 60 hours of Spanish language and culture classes and a week of travel through Spain
- Increased knowledge and gained ideas on how to teach about the environment by attending Project Wild and Project Aquatic workshops
- Volunteered as a group leader for a group of 4th grade students at Kansas Kids Fitness Day

HONORS/ ACTIVITIES

- Phi Kappa Phi National Honor Society
- SPURS Honor Society
- Dean's Honor Roll
- Who's Who Among Students in American Universities and Colleges
- Special Olympics Volunteer

REFERENCES

Available upon request

SAMPLE RESUMÉ

MICHELLE PARKER

3108 West Oak
Olathe, Kansas 66061
(785) 780-0000

OBJECTIVE To provide counseling services in an educational environment.

EDUCATION **M.S. Counseling**, 2014
Fort Hays State University, Hays, Kansas

B.S. English, 2010
Minor: **Speech**
Fort Hays State University, Hays, Kansas

PROFESSIONAL EXPERIENCE **School Counselor/Head Volleyball Coach**
USD 233, Olathe, Kansas, 2014-Present

English Instructor/Debate Coach/Assistant Volleyball Coach
USD 301, Udall, Kansas, 2012-2014

English Instructor/Yearbook Sponsor/Forensics Coach
USD 481, Kirwin, Kansas, 2011-2012

English Instructor/Varsity Volleyball and Track Coach
USD 501, Elkhart, Kansas, 2010-2011

OTHER EXPERIENCE **Teletype Operator/Sales**
Sears Roebuck and Company, Hays, Kansas, 2008-2010

Salesperson
Tri-Central Office Supply, Hays, Kansas, 2006-2008

PROFESSIONAL SKILLS

- Developed Scholarship Journal
- Established rapport with faculty and community agencies to form a successful referral network for students
- Refined counseling and listening skills
- Developed resource library
- Assisted students in career development utilizing Kansas Careers and ACT Assessment
- Organized and implemented Project Graduation
- Developed broad knowledge of administrative functions and ability to work within a system
- Organized and implemented various student activities
- Coordinated fund-raiser for college scholarships
- Served on Faculty Advisory Committee

MICHELLE PARKER

Page 2

PRESENTATIONS “Careers 2016: A Futuristic View”
Northwest Kansas Association of Counseling and Development

“Learning Styles and Teaching Strategies”
Kansas National Education Association, April 2013

“What Happens After High School?”
Udall High School Graduates, May 2012

“Schools’ Involvement with Community Resource Agencies”
Parent Teacher’s Association, February 2011

PROFESSIONAL ORGANIZATIONS Northwest Kansas Association of Counseling and Development
American Association of Counseling and Development
Southeast Kansas Association of Counseling and Development
National Education Association
Kansas National Education Association

REFERENCES Available upon request from:

Career Services
Fort Hays State University
600 Park Street
Hays, Kansas 67601-4099
(785) 628-4260

SAMPLE RESUMÉ

Robert G. Owens

1234 Harlan Court • Lake Forest, Illinois 60045 • (847) 555-1234 • E-mail: support@resumeedge.com

Robert G. Owens
Page 2

PROFILE

- Dynamic leader with proven quality assurance and operations management experience, including:
 - Strategic Planning - FDA Good Manufacturing Practice
 - Supervision and Training - Design Control Requirements
 - Production Management - ISO 9000 Certification
 - Quality Engineering - Process Improvements
- Able to use a strong technical background to analyze complex processes and develop innovative solutions to challenges.
- Track record of gaining greater efficiencies from existing resources.
- Especially adept at increasing profitability without negatively impacting the organization.
- Strong communication and interpersonal skills; skilled in building effective team to maximize results.

EXPERIENCE

- Director, Quality Assurance, 2013-present**
Hospital Products Division, Mayfield Laboratories, Abbott Park, Illinois
- Manage quality engineering, label control, specifications and documentation, vendor/supplier quality assurance, compliance auditing, complaint handling, and clinical affairs quality assurance for this manufacturer of drugs, solutions, and medical devices with division sales of \$2 billion.
 - Develop and supervise the implementation of the division's quality assurance guidelines and policies to maintain ISO 9000 certification.
 - Ensure that third-party vendors and customers meet quality standards.
 - Collaborate with plant quality assurance managers from 12 plants to develop corrective actions in response to FDA Good Manufacturing Practice (GMP) observations by internal auditors and external regulatory inspectors.
 - Develop 21 CFR Part 11, compliance methodologies to improve the audit trail, system security and system self-check.
 - Successfully implement an advanced electronic documentation management system to improve the accuracy of product databases and to permit a systems approach to complaint handling.
 - Hire, supervise and evaluate five department managers responsible for a staff of 85.
 - Develop and administer a \$10 million budget with no overruns.
 - Serve as the division trainer for the Situational Leadership II management development program.

Site Quality Assurance Manager, 2010-2013

Plematology Business Unit, Diagnostics Division, Hospira,
Santa Clara, California

- Selected to manage all quality and regulatory compliance functions for this Abbott acquisition, including quality assurance for manufacturing, vendors, software, and research and development.
- Managed GMP compliance, label control and specifications, and 501(k) submittals.
- Passed FDA audits with no citations in spite of a very complex operation and the introduction of 3 new products (advanced hematology analyzers).
- Achieved ISO 9000 certification for product design, software development and manufacturing operations in only 12 months.
- Responsible for hiring and supervising 55 direct reports; grew the operation from 300 to 500 employees.
- Succeeded in increasing the number of products offered and substantially reducing the product development-to-market time.
- Increased revenues from \$12 million to \$300 million in less than 3 years.

Plant Quality Assurance Manager, 2007-2010

Hospital Products Division, Johnson & Johnson, Mountain View, California

- Directed plant quality assurance program for this new Abbott acquisition with 600 employees and \$100 million in annual sales.
- Achieved ISO 9000 certification for the manufacture of infusion pumps, cardiac output computers and Opticaths.
- Increased throughout and investment in research and development while reducing costs.
- Created an ergonomics program with a multi-disciplinary team of specialists from quality assurance, Industrial engineering, safety and industrial hygiene departments that significantly reduced injuries.

EDUCATION

B.S. Chemistry, May 2011

Fort Hays State University, Hays, Kansas

COMMUNITY SERVICE

- Member Big Brothers/Big Sisters of Orange County
- Volunteered at Seven City Zoological Society special events over past three years
- Environmental Club Advisor for City Intermediate School
- Chair Mountain View Chamber of Commerce
- CASA Volunteer

PROFESSIONAL ORGANIZATIONS

American Quality Control Association
American Society of Quality Assurance Managers
Member National Association of Industrial Chemists

REFERENCES

Available upon request

SAMPLE RESUMÉ: SCANNABLE

Robert G. Owens
Lake Forest, Illinois 60045
(847) 555-1234
E-mail: support@resumeedge.com

PROFILE

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 - FDA Good Manufacturing Practice
 - Supervision and Training
 - Design Control Requirements
 - Production Management
 - ISO 9000 Certification
 - Quality Engineering
 - Process Improvements
- + Able to use a strong technical background to analyze complex processes and develop innovative solutions to challenges.
- + Track record of gaining greater efficiencies from existing resources.
- + Especially adept at increasing profitability without negatively impacting the organization.
- + Strong communication and interpersonal skills; skilled in building effective team to maximize results.

EXPERIENCE

DIRECTOR, QUALITY ASSURANCE, 2013-present

Hospital Products Division, Mayfield Laboratories, Abbott Park, Illinois

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- + Achieved ISO 9000 certification for the manufacture of infusion pumps, cardiac output computers and Opticaths.
- + Increased throughput and investment in research and development while reducing costs.
- + Created an ergonomics program with a multi-disciplinary team of specialists from quality assurance, Industrial engineering, safety and industrial hygiene departments that significantly reduced injuries.

EDUCATION

B.S. CHEMISTRY, May 2011

Fort Hays State University, Hays, Kansas

COMMUNITY SERVICE

- + Member Big Brothers/Big Sisters of Orange County
- + Volunteered at Seven City Zoological Society special events over past three years
- + Environmental Club Advisor for City Intermediate School
- + Chair Mountain View Chamber of Commerce
- + CASA Volunteer

PROFESSIONAL ORGANIZATIONS

- + American Quality Control Association
- + American Society of Quality Assurance Managers
- + Member National Association of Industrial Chemists

REFERENCES

Available upon request

SAMPLE RESUMÉ

REBECCA MARTINEZ

999 Hillcrest Drive
Milwaukee, Wisconsin 53200

Telephone:
(414) 351-0000

PROFESSIONAL REVIEW

Accomplished human resources professional with field and corporate management experience. Highly specialized skills in compensation, benefits, staffing and organization changes. Decisive problem-solver able to operate effectively with lean staff in developing practical approaches that reduce costs, improve productivity and build teams. Adept at performing under growth, decline or turnaround conditions.

BUSINESS EXPERIENCE

VICE-PRESIDENT OF PERSONNEL

Eaton Corporation, Milwaukee, Wisconsin.

2011 to Present

Plan, direct and manage the total corporate human resources function. Responsibilities include strategic plan development, employee relations, organization and management development, staffing, compensation and benefits. Supervise 10 employees.

Business Planning and Execution

Contributed to development and execution of company's reorganization in 1995 resulting in a \$30 million pre-tax profit in 2007 with an ROI of 16.2 percent. Results to date reflect a 90-percent profit improvement over last year.

Halted annual profitability drain of \$1.7 million by reversing excessive employee turnover and productivity problems. Turnover was double the industry average prior to grooming management talent, upgrading compensation and benefit packages, and establishing performance standards.

Established highly confidential support relationship with president and line managers which provided basis for developing and implementing human resources strategies that influenced and shaped corporate business goals.

Compensation, Benefits and Employee Relations

Designed and implemented a competitive salary administration and benefits program which improved morale, upgraded the quality of new hires and reduced company-wide turnover by 25 percent. Launched employee savings, dental insurance and education reimbursement plans.

Recommended, implemented and administered cost-effective automobile lease program for 80 traveling supervisors. Leases averaged \$320,000 annually and was managed with no additional staff.

Creatively developed, packaged and marketed a series of comprehensive "How To" manuals for branch and home office personnel from operations executives to branch clerks. Training was credited for improving communications, productivity and branch profitability.

Launched responsive EEO/AA program that reduced annual legal fees by \$30,000 and liability potential by \$300,000. Program heightened management's awareness of responsibilities and liabilities, significantly improved minority promotions and reduced discrimination charges by 50 percent per annum.

REBECCA MARTINEZ

Page 2

CORPORATE DIRECTOR OF COMPENSATION AND BENEFITS

2010 - 2011

Manchester Health Care Inc., Chicago, Illinois.

Responsible for corporate-wide compensation and benefit program, performance evaluations and incentive systems. Developed, implemented and managed these programs.

Centralized several highly diversified compensation programs which established salary equity, rewarded fast track producers and reduced administration costs by \$900,000 annually.

Designed and executed performance incentive systems for field sales personnel which generated aggregate increases of \$16.5 million in revenues and \$5.5 million in net operating profit.

Successfully developed and managed Union Avoidance strategies for three non-union operations which had become vulnerable. Facilities employed 3,500 people in a heavily unionized industrial community.

Developed equitable pension fund distribution of \$4.5 million to 700 UAW employees affected by plant shutdown and out-of-state relocation.

CORPORATE DIRECTOR OF COMPENSATION AND BENEFITS

2008 - 2010

Hoffenmerit Corporation, Prospect Heights, Illinois.

Formulated and managed pension plans, compensation systems, incentives, stock options, profit sharing, liability, and benefit insurance and performance improvements throughout the company. Consulted with 13 separate household companies nationally, performing compensation audits, establishing salary/benefit systems and implementing programs that impacted employees.

EDUCATION

M.S. in Industrial Relations, 2012

Loyola University, Chicago, Illinois

B.A. in Psychology, 2010

Fort Hays State University, Hays, Kansas

Post-graduate work: Counseling and Psychology

PROFESSIONAL ASSOCIATIONS

Personnel Management Association
Community Fund of Chicago
American Financial Services Association
American Compensation Association
American Society for Personnel Administration

Illinois Training Directors Association
Chicago Compensation Association
American Management Association
Human Resources Association of Chicago

REFERENCES

Available upon request.

DOs and DON'Ts

FOR DESIGNING YOUR PROFESSIONAL RESUMÉ

DO

- Make it visually appealing
- Make it well organized and easily skimmed
- Check that it is free of spelling and grammar errors
- Make certain it does not exceed two pages
- Ensure that information is current and relevant to the position sought
- Have information centered and balanced on the page
- Make certain that name, address, e-mail address and telephone number are clearly visible
- Sparingly use underscoring, bold type, capitals and typographic emphasis
- Make sure your career objective is clear and concise
- Keep use of dates and numbers to a minimum
- Stress and present your achievements and past experience in positive, active terms
- Include activities and honors which indicate leadership skills and organizational abilities and avoid listing all activities for the sake of making your resumé longer
- Check that your action verbs are appropriate and are in the same tense
- Make sure the resumé sells what you want it to sell

DON'T

- Use "I" statements
- List job duties rather than skills
- Use flowery language
- Be dishonest
- Include the date on the resumé
- Include a picture
- Discuss religious and political affiliation
- Discuss salary requirement
- List names and addresses of references
- Include personal data (marital status, date of birth, height, weight, health, etc.)
- Discuss reasons for leaving past positions
- Any negative information



FORT HAYS STATE
UNIVERSITY

Forward thinking. World ready.

CAREER SERVICES
600 PARK STREET
HAYS, KS 67601
(785) 628-4260
careers@fhsu.edu