

Purpose of a Resume

Your resume is the **most important document** in your job search.

The purpose of a resume is to **create interest** and make the reader want to read your resume and learn more about you.

The resume should **create enough interest** that **you receive an invitation for an interview**. Its job is to **get you an interview**. If you have created interest and your qualifications match the employer's needs, an interview is the logical next step.

By itself, it will not get you a position, since there is **no substitute for selling yourself** in a personal interview.

It is a **prime source document** for discussing your background with any audience.

Think of your resume as your **"calling card"** designed to make a positive first impression.

The resume is a **summary of your work history, skills and education**.

It is your **advertisement of "YOU"** and you should feel confident that it represents you well to a prospective employer.

The resume is also your **marketing brochure**.

In drafting your resume, you must consider **substance** and **style**.

The substance of your resume should clearly **portray your strengths and skills**.

Presenting the substance of your career in an **attractive, easy-to-read format is vital** because most people skim resumes – often in a matter of seconds.

Resume Tips

Before creating your resume, it is helpful to do a self-assessment on paper of your past experiences, extra-curricular activities and key skills developed.

Remember that a resume is about YOU, and how you performed and what you accomplished in the past--especially those accomplishments that are most relevant to the work you want to do next. A good resume predicts how you might perform in a desired future job.

Resume formatting tips:

- Contact Information (be sure to include **email** address)
- Objective/Career Summary/Professional Summary
- Work Experience
- Education
- Other information (volunteer activities, community involvement, honors, leadership experience, special skills/competencies, etc...)

Resume writing tips:

- Be concise
- Use **action words**
- **Quantify** whenever possible
- Emphasize your **accomplishments** vs. simply job duties/tasks
- Highlight job relevant skills, knowledge and experiences
- At times it is helpful to use "**PAR**" statements: **Problem-Action-Results**. In other words, state the problem that existed in your school/ workplace, describe what action you took to address it, and finally highlight the beneficial result(s).

Resume design tips:

- Use white or off-white paper (copy-friendly)
- Use 8-1/2- x 11-inch paper
- Print on one side of the paper
- Use a font size of 10 to 12 points
- Use non-decorative and one typeface throughout resume
- Avoid italics, script, and underlined words
- Do not use any graphics or shading

Resume Checklist

Style:

- Is it up-to-date covering your last position?
- Does it have a format that is easy to read?
- Is it visually attractive with ample white space?
- Is it on 8½" x 11" paper?
- Does it contain "Key Words" that highlight your experiences and qualifications?
- Does it show your telephone number(s) and e-mail address?
- Is it grammatically correct with no typographical errors?
- Is it concise and targeted to attract your ideal work?

Substance:

- Does it have a Summary and does the Summary focus on the kind of work you are seeking?
- Does it showcase critical skills directly tied to your work objectives?
- Does it document your work history with positions, places of employment, location and dates clearly listed?
- Are pertinent career accomplishments with quantified results listed succinctly?
- Does it highlight relevant work competencies?
- Will it answer the question, "Why should I interview you?"
- Does it demonstrate a logical career progression with positions of increasing responsibility?
- Will it stimulate the questions that you want to answer in an interview?

Action Verbs

Achieved	Documented	
Administered	Edited	Operated
Advised	Eliminated	Organized
Analyzed	Established	
Applied	Estimated	Performed
Arranged	Expanded	Persuaded
Accessed	Expedited	Planned
Assisted		Prepared
	Financed	Printed
Balanced	Forecast	Prioritized
Bought	Formulated	Produced
Budgeted		Promoted
Built	Generated	
	Guaranteed	Reconciled
Calculated	Guided	Recorded
Categorized		Recruited
Centralized	Handled	Reduced
Classified	Hired	Regulated
Coached		Repaired
Coded	Identified	Represented
Complied	Illustrated	Reorganized
Composed	Implemented	Researched
Computed	Improved	Reviewed
Conceptualized	Increased	
Conducted	Initiated	Scheduled
Consolidated	Instituted	Selected
Constructed	Instructed	Simplified
Consulted	Integrated	Succeeded
Contacted	Interacted	Summarized
Contracted	Interpreted	Supported
Converted	Interviewed	Synthesized
Coordinated	Invented	
Counseled	Investigated	Taught
Created		Tested
	Judged	Trained
Decreased		
Defined	Led	Used
Delegated	Located	Unified
Demonstrated		
Designed	Managed	Verified
Determined	Mediated	Volunteered
Developed	Modified	
Devised	Motivated	
Diagnosed		Wrote
Distributed	Negotiated	

Examples of Quantifying Your Experience on Your Resume

Implemented an academic enrichment program that improved....

Increase student science fair participation from under 20% to 80% in the 2005-06 academic year.

Increased active membership in the Parent Advisory Board to...

Developed specialized "self-respect" curriculum that helped reduce incidents of classroom altercations by 53%.

Writing a Summary of Qualifications

The "Summary" or "Summary of Qualifications" consists of several concise statements that focus the reader's attention on the most important qualities, achievements and abilities you have to offer. Those qualities should be the most compelling demonstrations of why they should hire you instead of the other candidates. It gives you a brief opportunity to telegraph a few of your most sterling qualities. It is your one and only chance to attract and hold their attention, to get across what is most important, and to entice the employer to keep reading.

This is the spiciest part of the resume. This may be the only section fully read by the employer, so it should be very strong and convincing. The "Summary" is the one place to include professional characteristics (extremely energetic, a gift for solving complex problems in a fast-paced environment, a natural leader, exceptional interpersonal skills, committed to excellence, etc.), which may be helpful in winning the interview. Gear every word in the "Summary" to your targeted goal.

How to write a "Summary"? Go back to your lists that answer the question, what would make someone the ideal candidate? Look for the qualities the employer will care about most. Then look at what you wrote about why you are the perfect person to fill their need. Pick the stuff that best demonstrates why they should hire you. Assemble it into your "Summary" section.

The most common ingredients of a well-written "Summary" are as follows. Of course, you would not use all these ingredients in one "Summary." Use the ones that highlight you best.

- A short phrase describing your profession
- Followed by a statement of broad or specialized expertise
- Followed by two or three additional statements related to any of the following:
 - Breadth or depth of skills
 - Unique mix of skills
 - Range of environments in which you have experience
 - A special or well-documented accomplishment
 - A history of awards, promotions, or superior performance commendations
- One or more professional or appropriate personal characteristics
- A sentence describing professional objective or interest.
- Notice that the examples below show how to include your objective in the "Summary" section. If you are making a career change, your "Summary" section should show how what you have done in the past prepares you to do what you seek to do in the future. If you are a young person new to the job market, your "Summary" will be based more on ability than experience.

Sample Summaries of Qualifications

Sample 1

Over five years as Assistant Principal or Interim Principal with a proven track record of educational leadership through team building. Strong authority role model combined with superior interpersonal and communication abilities to motivate staff, students, parents, and community members. Experience in supervision and evaluation of teachers in both elementary and high school settings.

Sample 2

Experienced in all facets of school administration. Praised for ability to work collaboratively with teachers and parents to develop plans to achieve desired values, goals, and behaviors. Developed ability to improve instruction and learning. Over five years experience teaching children with disabilities. Winner of Golden Apple Award for Excellence in Teaching. Knowledgeable about relevant policies, procedures, and regulations for decision making. Sets clear priorities and goals for addressing issues, and defining productive results. Promotes Best Practices in teaching and creates a nurturing environment for learning.

Sample 3

Encourages students and staff to set and reach high goals. Ensures safe and efficient operation of the school. Applies progressive theories of learning in the design and implementation of curriculum, technological and extracurricular activities to enhance student academic achievement. Provides a learning climate that promotes growth, achievement, and a community where parents, community, and staff work together effectively toward common goals. Empathic and appreciative of the values of diverse groups of individuals and understands the needs and concerns of others. Good motivator.

Sample 4

Organized and goal oriented educational administrator combined with proven communication and interpersonal skills. Successful collaborator with teachers, parents, and community members. Over 10 years teaching and administrative experience in teacher development, supervision, and instruction.

- Experienced in developing and communicating a SIPAAA that promotes the school's vision.
- Focuses on instruction improvement as a key responsibility.
- Extensive experience in developing monitoring budgets that support school and district goals and objectives.

Sample 5

Successful in building competent and progressive teaching staff. Encourages open dialogue for parents, teachers, community, and students. Proven record of designing impactful instructional programs customized to meet individual student needs. Implements staff development program that supports sound educational practices. Over 10 years teaching experience in large urban schools at all high school grades. Provides leadership, training, and support for new teachers. Develops varied extra-curricular activities encompassing educational organizations and sports programs for all students.

