

Resume

Regardless of your experience, qualifications or intelligence, you'll still need to apply for jobs and pass through that all important selection procedure. To apply for jobs you need to write a resume. Luckily, resumes are free because you can write them yourself.

Your free resume is made up of :

- An accurate summary of your credentials
- Education, achievements, job experience and goals
- It should flow naturally and be easy to read
- It should be based on a particular format: [Chronological resume](#), [Functional resume](#), [Targeted resume](#) or [Combo resume](#)

Depending on their personal circumstances, people have different reasons to write a [resume](#). It's important you have a clear idea of why you are writing a resume before you start as this will help you choose the correct resume style

You want to write your resume because :

- You're applying or looking for a new job in the **same** industry / area.
- You're applying or looking for a new job in the **different** industry / area.
- You would like to see your experiences / qualifications shown together.
- You were asked to provide a copy of your resume.

A resume needs to contain accurate information. For this reason, it's a good idea is to keep your resume updated after each major task, accomplishment or qualification's received. Keep up to date with all your job contracts, qualifications and job descriptions.

The following will help you to write your resume.

- Contracts
- Job Descriptions
- Periodical Performance Reviews
- Letters of Reference
- Letters of Appreciation
- Qualification Certificates
- Specialist Courses

Chronological Resume

In a chronological resume you have to list your job experience in date order, starting with the most recent first.

The sections of a chronological resume are

- [Personal Details](#)
- Personal Profile or Job Objective
- Career & Related Accomplishments :
- [Work Experience](#)
- [Education](#)
- Professional Affiliations & Interest
- [References](#)

When using this format you'll need to highlight job experience. It's a good choice when applying for work with traditional organisations or when you held a post that had an impressive title.

Remember that you don't have much time (40 seconds) to impress on your employer and convince him/her that you're the right match for the job advertised.

Essential Components of a Chronological Resume :

Personal Details :

Name, Phone, Email Address, Postal Address

Personal Profile or Job Objective :

A [Your personal profile](#) defines your career objectives. Three lines should be enough for this.

Career & Related Accomplishments :

A synopsis (summary) of your resume. It is important to use this section to [mention your achievements](#) and stress your value to the company. [Keywords](#) and [action verbs](#) show your achievements in a better light.

Education Details in your Chronological Resume:

If you have work experience, place this section just below it. If you're just out of school or university and have no work experience, place this section first in your chronological resume. Include the schools you have attended and list any degrees, Diplomas, majors, minors, honours and awards you achieved.

Work Experience

Here you can include all your work related experience, even if wasn't directly employment based. If you worked in the school paper or have written a major dissertation/thesis, this is the place to list it.

Focus on the benefits the organisation had when you were employed there, avoiding the use of padding. The kind of details your work experience should include: the position held, the date the employment started/ finished and any achievements gained.

Use [action verbs and keywords](#) when describing your experience.

[Employment in your resume](#)

Professional Affiliations & Interests

Only include this section if there is enough space on your resume. If you are a member of any professional organisations, list them here. If you are in doubt as to whether any activity/membership will add value to your resume then it's best not to mention it.

References

All you need to write is the following sentence: 'References are available on request.' It is better not to include the reference contact details.

Advantages and Disadvantages of Chronological Resumes

Advantages

- Your [job titles](#) and the organisations you have worked for are clearly shown.

- Your career is 'show cased' and the progression can be easily followed by the recruiter/employer.
- Your last job/school will be at the top of your chronological resume. As long as this is something you want your employer to see, a chronological resume is the right choice for you.

Disadvantages

- Frequent job changes are clearly visible.
- Gaps in your career are clearly visible.
- If you held various functions in a company, this resume format is not your best option. Consider a [functional resume](#) instead.

Functional Resumes

Functional resumes are best used in situations where specific skills and accomplishments gained through experience or academic qualifications will demonstrate the candidate's competency. Your skills should be listed in order of their importance.

The functional resume is ideal when you're looking for a complete career change. This resume is ideal for students who have no previous work experience and are applying for their first job.

Avoid the functional resume when you are applying for traditional jobs, especially positions within government or institutions.

A functional resume categories are based on :

- Personal Details
- Career Objective
- Professional Experience
- Work Experience (*optional*)
- Professional Affiliations
- Education
- Awards

[Sample Functional Resume](#)

- [Resume Personal Details](#)

List your name, surname, postal address, email address, contact phone numbers

- Career Objective

A definition of your career [Career Objective. Your career objective / personal profile should be defined three lines or less.](#)

Professional Experience

This is the most important section of a professional resume. This section should list your key skills along with proof of how you gained these skills. For example, if one of your skills is event organisation, list the events and conventions you have organised.

Use a simple format to show your skills :

Skill 1

Achievement 1 related to Skill A

Achievement 2 related to Skill A

[Work Experience](#)

This is where you list previous jobs. Also include any unpaid or voluntary work that you've done. This is optional Your work history isn't strictly required in a functional resume although listing it will show potential employers that you have nothing to hide.

If your work history is irregular, there may well be more disadvantages than benefits by listing it, in which case, skip this part.

Include: year start - year finish, job title, name of organisation, job description in each of your work history items.

- **Professional Affiliations**

List any relevant, active professional affiliations in this section. If you are in doubt as to whether an affiliation will help get the contract signed, don't list it.

- [Educational Qualifications in your Resume](#)

Here you should include the highest qualification you've gained & any special courses that you think will help you secure the position.

- [Awards](#)

List any relevant awards in this section.

[Graduates](#) can also add [some personal information in their resume](#).

Advantages and Disadvantages of a Functional Resumes

Advantages

- Shows skills that would be hard to see in a chronological resume.
- If you have an irregular career this format will 'make more sense of things'.
- New graduates can use this format to highlight their skills rather than their experience.
- Useful when changing careers.

Disadvantages

- Some employers find the functional resume difficult to interpret and are more interested in the actual organisations you have worked for and the positions you've held. Employers need this information to determine the level of responsibility you've previously had.
- Leaving out dates and job titles can raise [recruiters suspicions](#).

[Another functional Resume Sample](#)

More information for those considering the functional resume

If you have had multiple jobs and, as a consequence, have a wide variety of skills, you should consider using the functional resume. If you are changing careers and are applying for a position that is completely different to your previous jobs, you should consider the functional resume. If your career history is patchy with several gaps then a functional resume will promote your skills rather than your employment history.

Those who have worked voluntarily should emphasise this by pointing it out in the detailed listing of your job history. Workers who do not wish to show the length of their employment history (eg because of their age) can use a functional job format.

College students may also benefit by using the functional resume. Choose your main skills and organise your extra curricular activities, voluntary work and studies around those skills.

Military personnel applying for jobs in the civilian world should also use the functional resume. Potential employers are generally interested in your transferable skills rather than your military career.

When changing careers, the skills you list need to be related to the position you're applying for. Look at tasks performed in your previous job from a different angle. If you were an air traffic controller and are applying to become an office manager, show you can carry responsibilities and that you know how to work under pressure. This is far more important than your aviation knowledge.

A synopsis of your work history can help show potential employers that you are not trying to hide anything by using a functional resume.

Unsure about which format to use? Try writing your resume in both formats, show your functional resume to your friends and ask them their opinions of it.

More about Functional Resumes :

http://www.uah.edu/careerservices/students/tutorials/content_functional_ex.html

Sample Functional Resumes :

<http://www.career.uga.edu/students/samplefunctionalresume.html>

[Other Sample Functional Resumes](#)

Targeted resume

Targeted resumes focus on a the specific position that you are seeking. A Targeted resume is made up of:

- Job Target
- Capabilities
- Achievements
- Work Experience
- Education

When using the targeted resume you must have a clear idea of the job you are applying for and what the requirements are. This kind of resume is to be used once only and for a particular job vacancy.

Bending the truth on your resume

With career scopes and job descriptions becoming wider, job seekers often find it difficult to fit a potential employer's specific profile. Employers are asking for 3 years in x and 4 years in y, which, to a job seeker just out of university, can seem a daunting level to aspire to.

Job candidates then try to 'fix' their resumes in order to better fit the job profile. What they don't realise is that they are breaking the first rule of resume writing: 'Do not lie on your resume!'

Although you may not realise it, a lie on your resume can make the honest information look false, something which will decrease your personal integrity in the eyes of the employer. Recruiters often employ the services of third parties to check the validity of the information given on resumes.

It is no use trying to outshine your competition by lying. If you're caught, you probably won't be allowed to apply for any jobs with this recruiter or employer again. Focus on your unique combination of skills, instead. The way you present your assets in a resume is important but polishing them too much and trying to turn brass into gold will not get you where you want to be.

Expert recruiters claim 'more and more candidate lie on their resumes, making us more hesitant to accept the facts presented'. The industry has seen the development of specialist companies whose business is catching people who lie on resumes. For this reason, it's becoming increasingly difficult to lie on your resume without getting caught.

Job candidates tend to lie most about their education. If you feel something in your past is hindering your ability to gain a job, do not try to hide it by lying. Instead, find other qualities that outweigh the disadvantages.

There are other reasons why you should not [lie on your resume](#). In general always say the truth or be prepared to get caught [\[doc\] lying on your resume](#)

Issues in Ethics - V. 6, N. 1 Fall 1993

Lying

By Tim C. Mazur

"I don't dig into people's private lives. I never have." Ross Perot's brief statement on ABC News in July 1992 was meant to end allegations that he secretly investigated his presidential campaign volunteers. The allegations ended, but not the way Perot intended. Within hours, irrefutable evidence appeared that proved Perot had hired others to probe his people's pasts. By the next day, there was no question on anyone's mind: Ross Perot lied.

So what? It wasn't the first time a politician lied and it won't be the last. Sometimes a lie, a false statement made with deliberate intent to deceive, seems the perfect response: a brother lies about his sister's whereabouts to the drunken husband threatening to harm her, a doctor tells a depressed patient that he has a 50-50 chance of long-term recovery when she is confident he'll live only six months, a son gives his late mother's estate to the poor after promising to honor her demand that the money be placed in her coffin. When trying to do the right thing in a difficult situation, perfect honesty may seem second best next to values like compassion, respect, and justice. Yet many philosophical and religious traditions have long claimed that rarely, if ever, is a lie permissible. What, then, is the truth about lying?

The philosopher Immanuel Kant said that lying was always morally wrong. He argued that all persons are born with an "intrinsic worth" that he called human dignity. This dignity derives from the fact that humans are uniquely rational agents, capable of freely making their own decisions, setting their own goals, and guiding their conduct by reason. To be human, said Kant, is to have the

rational power of free choice; to be ethical, he continued, is to respect that power in oneself and others.

Lies are morally wrong, then, for two reasons. First, lying corrupts the most important quality of my being human: my ability to make free, rational choices. Each lie I tell contradicts the part of me that gives me moral worth. Second, my lies rob others of their freedom to choose rationally. When my lie leads people to decide other than they would had they known the truth, I have harmed their human dignity and autonomy. Kant believed that to value ourselves and others as ends instead of means, we have perfect duties (i.e., no exceptions) to avoid damaging, interfering with, or misusing the ability to make free decisions; in other words - no lying.

A second perspective, virtue ethics, also maintains that lying is morally wrong, though less strictly than Kant. Rather than judge right or wrong behavior on the basis of reason and what people should or should not do, virtue ethicists focus on the development of character or what people should be. Virtues are desirable qualities of persons that predispose them to act in a certain manner. Fairness, for example, is a virtue we may choose to strive toward in pursuit of fulfilling our human potential. In virtue ethics, to be virtuous is to be ethical.

Though the nature of virtue ethics makes it difficult to assess the morality of individual acts, those who advocate this theory generally consider lying wrong because it opposes the virtue of honesty. There is some debate whether a lie told in pursuit of another virtue (e.g., compassion: the brother's lie to his sister's drunken husband is motivated by compassion for her physical safety) is right or wrong. This apparent conflict between virtues is managed by most ethicists through a concept called the unity of the virtues. This doctrine states that the virtuous person, the ideal person we continuously strive to be, cannot achieve one virtue without achieving them all. Therefore, when facing a seeming conflict between virtues, such as a compassionate lie, virtue ethics charges us to imagine what some ideal individual would do and act accordingly, thus making the ideal person's virtues one's own. In essence, virtue ethics finds lying immoral when it is a step away, not toward, the process of becoming the best persons we can be.

According to a third perspective, utilitarian ethics, Kant and virtue ethicists ignore the only test necessary for judging the morality of a lie - balancing the benefits and harms of its consequences. Utilitarians base their reasoning on the claim that actions, including lying, are morally acceptable when the resulting consequences maximize benefit or minimize harm. A lie, therefore, is not always immoral; in fact, when lying is necessary to maximize benefit or minimize harm, it may be immoral not to lie. The challenge in applying utilitarian ethics to everyday decision making, however, is significant: one must correctly estimate the overall consequences of one's actions before making a decision. The following example illustrates what utilitarian decision makers must consider when lying is an option.

Recall the son and his dying mother described earlier. On careful reflection, the son reasons that honoring his mother's request to settle the estate and deposit the money in her coffin cannot be the right thing to do. The money would be wasted or possibly stolen and the poor would be denied an opportunity to benefit. Knowing that his mother would ask someone else to settle her affairs if he declared his true intentions, the son lies by falsely promising to honor her request. Utilitarianism, in this example, supports the son's decision on the determination that the greater good is served (i.e., overall net benefit is achieved) by lying.

Altruistic or noble lies, which specifically intend to benefit someone else, can also be considered morally acceptable by utilitarians. Picture the doctor telling her depressed patient that there is a 50 percent probability that he will recover, when in truth all tests confirm the man has only six months to live. The doctor knows from years of experience that, if she told this type of patient the truth, he would probably fall deeper into depression or possibly commit suicide. With the hope of recovery, though, he will most likely cherish his remaining time. Again, utilitarianism would seem to support the doctor's decision because the greater good is served by her altruistic lie.

While the above reasoning is logical, critics of utilitarianism claim that its practical application in decision making is seriously flawed. People often poorly estimate the consequences of their actions or specifically undervalue or ignore the harmful consequences to society (e.g., mistrust) that their lies cause. Following the examples above, the son's abuse of his mother's faith in him and the

doctor's lie undermine the value of trust among all those who learn of the deceptions. As trust declines, cynicism spreads, and our overall quality of life drops. In addition, suggesting that people may lie in pursuit of the greater good can lead to a "slippery slope," where the line between cleverly calculated moral justifications and empty excuses for selfish behavior is exceedingly thin. Sliding down the slope eventually kindles morally bankrupt statements (e.g., "Stealing this man's money is okay because I will give some to charity.") Those who disagree with utilitarianism believe that there is potentially great cost in tolerating lies for vague or subjective reasons, including lies in honor of "the greater good."

Critics of utilitarian justifications for lying further note how difficult it is for anyone, even honorable persons, to know that a lie will bring more good than the truth; the consequences of actions are too often unpredictable. Lies frequently assume "lives of their own" and result in consequences that people do not intend or fail to predict. Moreover, it is very difficult for a person to be objective in estimating the good and the harm that his or her lies will produce. We have a vested interest in the lies we tell and an equally vested interest in believing that the world will be better if we lie from one instance to the next. For these reasons, critics claim, lying is morally wrong because we cannot accurately measure lies' benefits and harms.

Clearly, lying is an issue worth examining, as many people believe it is a bigger problem today than it has ever been. A recent *Time* magazine cover story concluded, "Lies flourish in social uncertainty, when people no longer understand, or agree on, the rules governing their behavior toward one another." Maybe social uncertainty abounds because we are a mixture of Kantians, virtuosists, and utilitarians who share no common ground. More likely, the problem is that too few persons adequately consider any ethical perspective when facing a situation that tempts a lie. Either way, it seems that the solution to our dissatisfaction begins with acknowledging the value of ethical reasoning and ends with a commitment to follow through with what we determine is the right thing to do.

Further Reading

Bailey, F. G. *The Prevalence of Deceit*, Ithaca: Cornell University Press, 1991.

Bok, Sissela. *Lying: Moral Choice in Public and Private Life*. New York: Vintage Books, 1979.

Greenberg, Michael A. "The Consequences of Truth Telling." *JAMA: The Journal of the American Medical Association* 266 (1991): 66.

Revell Jean-Francois. *The Flight from Truth: The Reign of Deceit in the Age of Information*. New York: Random House Books, 1992.

Thaler, Paul. "The Lies that Bind." *The New York Times Magazine* 140 (June 9, 1991), 16.

Lying On Your Resume - Know The Consequences

By Michael Worthington, ResumeDoctor.com

If you are prepared to lie on your resume, be prepared to get caught. Competition for jobs is becoming fiercer and companies realize they have more options to choose from. Therefore, it is becoming more and more common for companies to do extensive background checks on your resume prior to an offer of employment.

According to a recent survey by ResumeDoctor.com, recruiters and hiring managers stated the most common misleading information being put on resumes is:

- Inflated titles

- Inaccurate dates to cover up job hopping or gaps of employment
- Unfinished degrees, inflated education or "purchased" degrees that do not mean anything
- Inflated salaries
- Inflated accomplishments
- Out and out lies in regards to specific roles and duties

Ann Everhart of ResumeDoctor explains, "Education is the most common area of the resume where we usually see misleading information."

It may be tempting to add an extra job responsibility or the amount of experience you have had in a particular area to grab your reader's attention. But, now you are faced with adequately discussing responsibilities that you never really had. If you do end up getting the job, now you are stuck with more lying, not only to the hiring manager, but also to your coworkers, clients, customers or even fans. You would have to show up to work everyday knowing that you lied to get there and wondering when you might get caught. If you do get caught, the result is typically getting fired right on the spot. Now you have a real reason to lie when you have to look for another job.

Connecticut recruiter Tom Mahon shared this story, "One bonehead forgot we had worked together a few years earlier (I still had his old resume) and sent me a new resume where every title was upgraded. His former employers apparently promoted him because he was doing such a great job at his current employer."

BEWARE: Background checks might happen years after you were hired. Recently there have been a number of high profile cases where the individual was working and was caught with lying on their resume years later. Former Notre Dame football coach George O'Leary was forced to resign his \$1.2 million salary in 2001 when it came to light that he grossly overstated his past accomplishments.

If you convince your employer you are more experienced than you really are, you will be expected to demonstrate the necessary skills when you need to. So before you lie on your resume, think twice and know the potential consequences; not only financially but it could also prove to be a huge source of embarrassment.

Writing a resume for graduates

Young graduates who are on the job market for the first time need to start by learning to write their first resume. To do this they need to learn the basic rules of resumes for graduates.

Writing your resume should be a step by step process.

- Make a list of all work related experiences including
 - Volunteering
 - Running the volley club or similar.

- Organising the university magazine.
- Any roles in clubs or associations.
- Any such experience can be listed on [your resume](#). These qualities will show your motivation and initiative as well as organisation and team work skills.
- If you are applying for a specific job
 - Read the job advertisement carefully.
 - Make sure you address each requirement in the graduate resume.
 - Follow the instructions.
 - Include your [soft skills](#)
- Act Professionally
 - Be sure your graduate resume does not have any spelling and grammatical errors.
 - Do not act 'cute'.
 - Avoid easily corrected mistakes.
 - Have another person review your resume and give an honest opinion.
- Your resume should be a summary of your experience, education and qualifications.
 - Do not [lie on your resume](#).
 - Your resume should be one page.
 - Include only topics related to the job you are applying for.
 - Employers will be interested in your credentials and experience.
- Finding a job is hard work
 - Applying for jobs
 - Attending [interviews](#)
 - Writing a specific resume and cover letter for each job
 - All the above tasks take time
 - Stress is another factor you have to deal with

More info on : [Effective Graduate Resumes](#) and a [Resume overview for Graduates](#)

Discuss any doubts or difficulties on the [job seeker forum](#).

Self-Confidence & Personal Image in Resumes

The job titles you use in your [resumes](#) can have a huge impact on the salary you'll be offered. Similarly, your previous job titles can have a negative impact on jobs you are applying for because your job titles can present you as being under qualified for the position.

Some job titles have a certain degree of stigma attached to them. A cleaner does not sound as professional as a health technician. This is just one example of how changing your job title can change the [recruiter's perception](#) of the position. Impressive job titles can raise your image. Be careful though, your employer could ask for previous work contracts that mention your exact job title. This is, however, a risk that most candidates take. On the other hand, if you supervised five people, never say you supervised ten!

Some job candidates have a low image of themselves that's reflected in [their resume](#). It's important you give the impression that your resume was written by an upbeat, positive person.

Self confidence shows through you resume. Sit down, identify your skills and be proud of your achievements to date. Now write down these achievements, giving the resume the shape that potential employers want to see.

You probably have far more skills than you give yourself credit for. Sit down and write them down, do not forget to list include [your soft skills](#). You'll discover a lot of skills that apply directly to this job. Keep the notes handy for future reference. This will increase your confidence substantially. As you move through this process, your view of your personal skills and abilities will expand and your feelings will lead you to create a far superior resume.

Always keep two things in mind. Your confidence is essential in resume writing because the image you present in your resume is crucial.

Read more about: [Self-Confidence & Personal Image](#) and [SELF-CONFIDENCE--Our Expectations of Success](#)

Soft Skills in your Resume

Examples of soft skills that you could integrate in your resume

- problem solving
- communication team player skills
- conflict management
- interpersonal skills
- planning and organization
- leadership and motivation skills
- initiative

Employers are realising how a candidate's soft skills can help them determine which potential employee should be offered the job. When you are short listed and there are two or three remaining candidates, your soft skills can give you that extra push that will win you the race.

Most job candidates do not emphasise their job skills nearly enough. Communication, team leadership and planning are all transferable skills and very useful to the candidates who are changing careers. Most job adverts specify 'soft skills' in their requirements.

When writing your resume for a specific job, include the soft skills required in the job description and design your other work accomplishments around them.

When marketing your soft skills, be sure to identify the specific soft skills the employer is requesting then build your resume around them. For example, when you begin describing your soft skills ask yourself questions like this, 'What are my specific problem solving skills? How do I use problem solving on the job? Why is problem solving important in my job?'

[Improving soft skills](#)

[Identifying 'Soft Skills'](#)

Resume Samples

[Sample Computer Science Resume](#)

http://www.colorado.edu/careerservices/engineering/computer_sci_sample_resume.doc

Sample Electrical Engineering Resume:

http://www.colorado.edu/careerservices/engineering/ecen_sample_resume.doc

Sample Mechanical Engineering Resume

http://www.colorado.edu/careerservices/engineering/mcen_sample_resume.doc

Sample Chemical Engineering Resume

http://www.colorado.edu/careerservices/engineering/chen_sample_resume.doc

Sample Aerospace Engineering Resume

http://www.colorado.edu/careerservices/engineering/asen_sample_resume.doc

Sample Accounting Resume

<http://www.samford.edu/groups/cardev/AccountingResume.html>

Sample Teaching Resume

http://www.bridgewater.edu/departments/career/education/teach_res.html

Experienced Attorney

<http://law.fordham.edu/cp-pix/cp-rsum2.pdf>

Sample Resume Biology Students

http://www.as.yu.edu/~biology/INTERN/BIOINTERN/sample_resume.htm

Sample Resume of Bankruptcy Court Clerk

http://www.law2.byu.edu/Judicial_Clerkship/job_hunt/samp_resume_bankruptcy_court_clerk.pdf

Sample Resume with no previous work history

<http://career.asu.edu/s/CareerPlan/Implementation/Marketing/Resumes/SampleNoPrevWork.htm>

Web Developer Sample Resume

<http://spot.pcc.edu/~tarnold/pages/chronoResume.htm>

Sample Resume for Freshmen

http://www.mcombs.utexas.edu/programs/bhp/admissions/Longhorn_Resume.asp

Sample Resumes for Nurses

<http://www.udel.edu/CSC/NurseResumes.pdf>

Math/Computer Science Resume

http://www.rivier.edu/departments/cardev/Jobsearch_Guides/hndmathresumecsminor.htm

Human Services Resume Psychology/Sociology/SW

http://www.rivier.edu/departments/cardev/Jobsearch_Guides/hndhumanservicesresumesample.htm

Human Resources Administration

[http://www.rivier.edu/departments/cardev/Jobsearch_Guides/hndfunctional & chronological resume sample.htm](http://www.rivier.edu/departments/cardev/Jobsearch_Guides/hndfunctional_&_chronological_resume_sample.htm)

Business Resume (MBA)

http://www.rivier.edu/departments/cardev/Jobsearch_Guides/hndelementaryedsampleresume.htm

Financial Officer Resume

http://www.marshall.usc.edu/ibear/docs/resume/Ibear_26/Jin_Zhang.doc

Marketing, Advertising and Promotions resume

<http://www.rochester.edu/careercenter/alumni/resumesamples.pdf>

Applied Study Term Resume Sample

http://www.uis.edu/appliedstudy/applied_study_term_resume_sample.htm

Functional Business Resume

<http://www.ocs.fas.harvard.edu/careerresources/byfield/business/PDFs/RezSamples.pdf>

Education related Resume

<http://www.capital.edu/cc/car/cszelemen.htm>

Using your education in your resume.

Your education is definitely one of your biggest assets. Use your education in your resume with care. It can be an essential element that can lead you to be chosen for the job. It does not matter if you have an MBA, a couple of A levels or are just of college. Education is one of the essential [Resume Headings](#).

- If you have a solid work experience list it first in your resume.
- If your education is a stronger asset than your job experience than list it first.
- List the highest of your GPA marks major or overall GPA.
- Try to include the standard 4.0 GPA scale (re-scale your GPA the 4.0 system if necessary).
- If you have achieved honors in your education program, make sure you include them in your resume.
 - If you are just out of an educational program, and have no job experience. Build your resume 'around' the program. Include practical projects & studies you have completed.
 - If you were studying for a degree or any other education which you failed to complete. List all the separate units together with the marks you got for each section.
 - Training, Courses, Seminars and conferences should be included especially if you do not have any formal qualifications

More info:

[Writing the Education Section of Your Resume](#)

[Presenting Your Education in Resumes](#)

References in your Resume

A resume reference is some one who can verify your credentials and all or part of the information you have written in your [resume](#). References are usually contacted in the last stages of the job selection procedure. Probably after the candidate has attended the first interview.

You have to know your references well and be sure that they can give good feedback, to anybody asking questions about your past.

Resume references can be

- Former teachers or professors
- Clients
- Former project managers or supervisors
- Other contacts from industry associations

It is best to check your references before you give them to a potential employer. How ? Call and ask them what they think about you! If you hesitate to do this ask a friend who can do it for you. If you ask a previous manager if you can use them as a references. They will probably answer 'yes'. However you never know if this person will give you a good reference or a bad one.

Resume References have to be able to answer questions on the following subjects :

- Professional Conduct / Personal Character
- Academic Qualifications
- Work Experience
 - Job titles
 - Responsibilities
 - Employment Dates
- Communication Skills
 - Oral
 - Written
- Strengths & Weaknesses
- Management / Leadership Skills
- Attitude
 - Attendance
 - Punctuality
 - Dependability

In a resume you generally do not list your references unless it is specified in the job advert. The phrase 'References available upon request' is one of the most common phrases in resumes. In case you do make sure they are reliable references. A good reference can substantiate the contents of your resume and can be the decisive factor in your job hunt.

Some employers now a days even give the 'No Comment' when being asked about an employee. Still others spill their guts on your negative aspects. So be sure to check any references you list in your resume or give to a potential employer after the first interview. Ideally references have known you for more than a year.

Employment history in your resume

Your work history is the core of the resume for the experienced professional. Your space is limited, so your work history has to be brief and to the point. We suggest you write a full description of your previous jobs on a separate document and then start trimming it down. This way you are sure you can cover the [employer's needs](#). If you start by trying to figure out how to put everything in a couple of lines you run the risk to miss important facts.

A resume is divided into [several sections](#). You have around 23 lines in your employment section. If you have one employer, dedicate the employment section of your resume to that job, but you have the luxury to go into detail and mention all the job responsibilities you had. Job titles can increase the [financial value of a resume](#).

If you had more than one job, do not dedicate the same amount of space to each one. You should give more attention to jobs that are similar to the one you are applying for. For employment history that extends over 10 years ago, give limited details such as: Name of Employer and your main responsibility.

If you want to 'cover up' your age do not mention your age, dates and jobs that you had 15 years ago and over. If asked about them during an interview, just mention that you ran out of space.

Include the following information in each job listed in your resume

- Employment dates
- Employer Name
- Locations
- Employer Business
- Job Title
- Number of people under your supervision
- The title of your immediate supervisor

More on how to write about your work history in a resume :

[Resume Sections: Your Work Experience](#)

General Resume Information :

[Employment Services Resume Writing Tips](#)

[Employment Services at Transfer & Career Services](#)

Resume & Personal Information

Personal Information in a [resume](#) should be limited to the essential contact details. An employer cannot ask details such as age, gender, religion and race so use valuable space on a resume to provide more important information directly related to the job you are applying for. An [international resume](#) usually requires more details than a US resume.

How can you use personal information as an asset in your r sum  ?

Interest Groups

- Ex: If you are applying for a financial position as an accountant. Mention you were part of the local investment club or the treasurer of your travel club.

Photos

- Photos are not required unless your visual appearance is important for the job, such as a photo model.

Activities & Hobbies

- Ex: If you enjoy camping and outdoor activities mention it when applying for a nature or sports related job.
- Ex: If you are applying for a job which requires international travel and you are well traveled, add it to your resume
- Ex: If you are applying for a job with the CIA clandestine service and you are single, it would probably be an asset. Mention it in your resume.

Such personal data can help, but should only be used to fill space. Usually such tactics will be useful for the [graduate resume](#). Your [education](#) and [job experience](#) in your resume take precedence over personal data.

Other resume Articles:

[Personal Info - Resume Checklist](#)

Career Services & Personal Counseling Chronological/Functional Resume

Resume Section Headings

A resume is divided into several sections :

- [Personal data](#)
- [Job Experience](#)
- [Education](#)
- [References](#)

Each of these sections is preceded by a heading. These headings affect the scanability of your resume. Thought should be given to the following.

Readability Is your heading a good description of the section.

White space White space : the space between sections and sub sections. White space can divide your resume in easily readable parts. It can give a logical architecture.

Centered or Left Justified Section headings can be either centered or left justified. Both are right, choose the style that fits with the overall resume presentation.

Most important information The most important information goes on top, this applies to the sections themselves and to the information in the sections.

Other Info:

[pdf] Resume Section Headings http://www.lssaa.wisc.edu/careers/students/resource/pdfs/resume_section_headings.pdf

Resume Activities, Honours and Distinctions

The activities and honours are usually listed in one section especially if they both support the same [career objective](#) & [job requirements](#). If you have an extensive list of activities that supports your career objective, than it could be the case that these could be separated. Always keep the [resume section headings](#) to a minimum.

Keep in mind that the top most information has to [capture the employers attention](#), so it has to be very relevant to the job you are applying for.

The resume activities and honours section is used by mainly by [graduates and school leavers](#) who have limited [job experience](#). The objective of this section is to show you are pro-active and take initiative. This resume section should be concise and support your career objective.

This section should tell your employer more about [your interests](#). Include any official or leadership position you occupied.