RESUME

When you are trying to find a job, it is necessary to have a well-developed resume to assist you in your job search. A resume is a written document which is formatted to highlight your skills, abilities, qualifications, and work experience. In addition, a resume provides relevant information about your career and professional development; in essence, it paints a picture of what you have done in the world of work.

There are many ways, or styles to develop a resume, however, the chronological, functional, and combinational resumes are the three main formats that are generally used; each format has its advantages and disadvantages. The chronological resume highlights your most recent work experience. The functional resume groups and highlights your skills, abilities, and qualifications. The combination resume (sometimes known as a hybrid resume) combines elements of both the chronological and functional resume. Depending on your needs, a decision must be made regarding which format will work best for you and will make the best presentation for you relevant to the job opportunity you are pursuing. It should be noted that depending on the specific requirements of the job, or your background, not all resumes will be formatted in the same way and will not have all the same sections, however, there are some sections which are generally found on all resumes. However, be aware that there are no generic resumes, and as such, your resume should be tailored for each job you are pursuing. Be honest, do not embellish your resume.

BUILDING A RESUME

A. Your Identification - The information in this section includes your **1)** name, **2)** full address. **3)** telephone number, **4)** email address. **Note:** Keep this information to two lines.

B. Professional Summary – The Professional Summary serves to make a potential employer aware of your career goal(s). However, it is reserved for people that have a lot of experience in the area of employment they are seeking. **Note the example.**

Professional Summary Sample (3-5 sentences)

A passionate and caring Early Childhood Education student seeks a challenging employment opportunity as part of a progressive and diverse workforce where learned skills and abilities can be effectively utilized and where continued professional growth and development is not only supported but encouraged as well.

C. Profile Attributes - You can add a profile section to your resume which can provide an overview of your skills and abilities as a reflection of your training and work experience. **Note the example.**

Profile Attributes
*Good communications, motivational and interpersonal skills
*Able to effectively maintain a positive working environment
*Admirable ability to facilitate fund raising activities
*Able to multi-task, and function in a leadership role

Note: Instead of Profile Attributes, this section can be developed as a Professional Profile; include your competencies and key words found in the job posting.

D. Education and Certification - Your information should include **1)** the degree and/or certificate type, **2)** name of the degree and/or certificate, **3)** the completion date of the degree and/or certificate, **4)** the name of your college, and **5)** only the city and state where the college is located. **Note:** You can also state your Grade Point Average (GPA) if you have an overall GPA of 3.00 and above. You can also state the GPA in your major if it is 3.00 and above. **Note:** If you are applying for a job prior to graduation, you can also make a statement regarding the date that you anticipate completing your degree and/or certificate in your cover letter.

E. Relevant Coursework - Information in this section should only include those courses **specific to the degree** you are pursuing, there is no need to include the general classes. **Note the example.**

Relevant Coursework
*Introduction to Early Childhood Education   *Introduction to Exceptional Children
*Early Language & Literacy Development   *Family, School & Community
*Health, Safety & Nutrition   *Child Growth & Development

F. Internship Section - In this section of your resume, state **1)** the date, **2)** organization, **3)** location of your internship, and **4)** what functions you carried out.

G. Work Experience - In this section of your resume, the information should be relevant to your degree and should state **1)** the date, **2)** organization, 3) location of your work experience, and **4)** what functions you carried out.

H. Volunteer Experience - Follow the same guidelines as stated in the Work Experience Section.

I. Other Sections or Information that can be included on you resume includes Awards, Skills and Achievements, Computer Literacy, Professional Membership, Affiliations, and Interests.

It is important to note that many organizations are now using Application Tracking System (ATS). This system is designed to filter and look for key words and phrases as stated in a job posting. Also, be aware that not even one minute is spent on reading a resume so be careful not to add unnecessary information.

HERE ARE A FEW RESUME FORMATTING TIPS

As much as possible, try to keep your resume to one or two pages.
Since resumes may be read by an Application Tracking System, use standard, not cursive or dark fonts.
Resumes should be easy to read, depending on your font, do not use a font size less than 11 or 12.
Your margins should not be too small or too large, make sure your resume is balanced on all sides.
Your resume can be tossed for grammatical errors, so proofread it several times to catch all errors.
Do not include a reference page as a part of your resume unless you are asked to do so.
Resume templates are fine, but remember that they may not present you in the best way possible.
Be careful with the use of color, some color is fine, but it is best to use black as a standard color.
Before forwarding your resume, do a test print to make sure everything is as you intend it to be.
Your resume is a history of your work experience, absolutely do not embellish your resume, be honest.