

# HANDOUT: THE RESUMÉ

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## THE RESUME

A resume is a one- or two-page summary of your skills, work experience, and education. It tells a potential employer about you and why you are a good person for the job.

## PLANNING YOUR RESUME

There are different formats to use when writing a resume. You may emphasize your skills, work experience, or education. Choose the format that will make you look the best for the position you want.

Plan to spend some time writing your resume. Make it look good. Spell words correctly. Keep your information updated. Type neatly, using a computer. (Many public libraries, schools, and extension offices have computers you may be able to use. Let them know you need help to write your resume.) Do not crowd words together. Your resume must be neat and well organized to help you compete for the job you want.

## RESUME CONTENT

Resumes should reflect your skills and how they relate to the job you want. You may need to rewrite your resume for different types of jobs.

Many things you already do can be included on your resume. Whatever you have done in the past has helped you build skills. Include work such as part-time jobs and volunteer activities. You may also include unpaid work. You may list things you usually do at home, such as household management, cooking, child care, repair work, and yard care.

Use the job ad or description to find what skills the employer is seeking. Then, tie your work experience to the skills needed for the job. Remember to include the basic skills you have that employers look for in their workers.

## SKILLS EMPLOYERS LOOK FOR IN EMPLOYEES

- Learning new things
- Communicating with others
- Being flexible
- Using common sense
- Using problem-solving skills
- Working with others

- Reading
- Writing
- Doing simple math
- Speaking clearly
- Personal management skills
  - Managing time effectively
  - Having good personal hygiene or grooming

## A RESUME OFTEN INCLUDES

1. Personal information
2. Education
3. Work experience
4. Activities
5. Skills
6. References

## PERSONAL INFORMATION

Your name, address, telephone number, and email address are typically included. Some people choose to include other personal information such as birth date and marital status. It is your decision as to what information to include on your resume.

**Education:** List your most recent schooling first. Include any post high school training (adult classes, vocational training, college), high school, and any other training you have received.

Note: Once you have collected the necessary information for your resume, keep a copy for future use.

**Work Experience:** You have several options. You may choose to list your most recent work experiences first and then go back in order. You may also choose to list first the most recent work experiences that fit the job you want. Then, include other jobs that may help you get the position.

You may choose to include the dates of previous work experience in your resume if it shows your ability to keep a job. However, if you have had many jobs and/or only keep them for a short time, you may want to include only the year of the job or omit dates completely. Have the dates listed on your information sheet. You will be asked about dates of employment on application forms.

**Activities:** List the activities you are involved in or have done in the past. Have you belonged to any organizations or groups? Have you served on any committees? Include any honors or special awards you may have received.

Include volunteer activities. This information will tell the potential employer more about you.

Ideas of Activities:

- Youth groups, such as 4-H or Girl and Boy Scouts
- Hobbies
- Church activities
- Community activities
- Volunteer activities
- Organizations/school
- Offices held
- Sports involvement
- Special projects
- Committee work
- Any honors or special awards received

**Skills:** This area is similar to your activities and work experience. However, you can be more specific about your skills in this section. For example, it may be that you have a skill working with people or a skill being organized. Basic computer skills may be helpful for many jobs. You need to tell a potential employer about your skills that may help you get a job.

**References:** Include the names, titles, addresses and telephone numbers of at least three people who can give you a good reference. Ask them in advance if you can use them as a reference. Tell them about the job you are applying for so they will be prepared if someone calls them. It is best not to use close friends or family members for references. Use people who know your work habits and your abilities such as teachers, past employers, clergy, extension agents, or other people well respected in the community.

A current trend is to omit references on resumes and state that references will be available on request. Part of the reason for not including references may be to save space if you intend to have a one-page resume. Another reason for not including references is that you will have more control over which people to list as references for a specific job. It may be that certain people know about certain skills you possess. Use your best judgment. It is your choice whether to include references on your resume, but it may save you time and energy if you include references. If you choose not to include references on your resume, make sure you have the references with addresses and telephone numbers on an information sheet. Having this information handy will be helpful to you when you are asked to provide references for a potential employer to contact.

## MAKING YOUR RESUMÉ LOOK GOOD (FORMATTING)

You have many formatting choices to make your resume look attractive: center your name and address at the top of the page or make the font larger or in bold. You may also put your name with other personal information. Use margins to keep your resume neat. No matter what occupation you are interested in, your resume must look neat and businesslike.

- Use at least 1-inch margins.
- Space between sections.
- Do not crowd words.
- Keep your resume as simple as possible.

It is helpful to have several people look at your resume to get their opinions. Do you have a former teacher or boss who would look at your resume and give you some advice? Getting other people's opinions about your work is often worth the extra time it takes.

## LETTER OF APPLICATION

When you send a resume by mail, you should write a letter of application. It is sometimes called a cover letter. This letter will tell the potential employer why you are interested in the job and why you are the best person for them to hire. Use this letter to tell the employer that you are interested in an interview. You may ask the business to contact you. You may also tell them you will call within one week to find out about the job.

**For more information, please contact your local K-State Research and Extension office:**

For other information on Extension Family and Consumer Sciences programs visit [www.ksre.ksu.edu](http://www.ksre.ksu.edu)

Resource Information:

K-State Research and Extension Publication, "Job Search Education: The Resume," 1989

## SAMPLE RESUMÉS

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# Michelle Green

431 Mining Street, Nice Town, Kansas 66006 · (555) 555-555 · michellegreen@email.com

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### » Education

Impressive University, Nice Town, KS  
BA Awesome Studies, 2015  
GPA: 3.95

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### » Work Experience

**Childcare Provider, Littletown, KS**  
*Blocks Childcare, Infants Room, 2012-Present*

- Responsible for the care of infants

**Cook, Littletown, KS**  
*Smiley Chef, 2010-2012*

- Prepared meals for restaurant patrons
- Maintained cleanliness of prep stations

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### » Skills

Computer experience: Skilled at using MS Word, Internet and email  
Yard work  
Enjoy working with people  
Food preparation  
Animal care

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### » Activities

All Faiths voting member  
Volunteer housekeeper for elderly person  
Future Business persons of America member (FBA)

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### » Honors

4-year FBA Volunteer Server

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### » References

Mr. Joesph Smith  
Owner, Smiley Chef, Littletown, KS  
(555) 555-5555

Mrs. Jane Down  
Activities Coordinator, Blocks Childcare, Littletown, KS  
(555) 555-5555

Mr. John Smith  
Future Business persons of America - Littletown, KS  
(555) 555-5555

# SAMPLE RESUMÉ

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## JASON ROBERT SMASHWITZ

JRSmash@Email.com  
1111 2nd Avenue New York NY 10059  
(c) 212.555.45X6

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**Education:** University of California, Janson School of Business  
Bachelor of Business Administration, May 2006  
Major: Finance  
Honors: Jay F. Wilde Scholarship, San Franco Award, Dean's List

**Experience:** **The Real Estate Advisors Company** New York, NY  
April 2011 - Present  
Administrative Assistant

- Involved in various marketing, sales, and administrative activities essential to the successful operation of a luxury condominium conversion project
- Create multiple excel spreadsheets that have been implemented throughout the company and support sales agents on a daily basis
- Assist in showing model units and unfinished condominium layouts to prospective purchasers
- Responsible for building grid updates, availability updates, summary accuracy, marketing materials and daily sales reports

Oct. 2010-March 2011 **The Country Club of South Hampton** South Hampton, NY  
Assistant Manager

- Assisted in organizing monthly golf tournaments consisting of over two hundred club members and overseeing their completion
- Coordinated and operated demonstration events with the biggest companies in the golfing industry

May-Aug. 2009 & 2010 **Financial Management & Co., Inc.** Wayne, NJ  
Sales Assistant

- Attended and assisted in presentations given to prospective clientele discussing various financial products offered by Financial Management & Co.
- Researched companies on Bloomberg computers and created a database displaying multiple financial statistics on Microsoft Excel
- Gained knowledge of important sales and networking skills by observing the day-to-day operations of Financial Management's Financial Advisors

May-September 2008 **Southwood Consultants** San Francisco, CA  
Project Designer & Editor

- Designed and coordinated presentations with a group of colleagues
- Project Editor requiring advanced computer skills in Microsoft Excel, PowerPoint, and Word
- Presented multimedia programs for well-known company clients

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**Additional Skills:** New York Real Estate Sales Associate License  
Florida Real Estate Sales Associate License  
Advanced knowledge of derivatives as an instrument for risk management

**Computer Skills:** Extensive experience in building Microsoft Excel Financial Spreadsheets  
Skilled in designing PowerPoint presentations  
Proficient in Microsoft Word, Access, and Bloomberg HTML

References Available Upon Request