



ARKANSAS STATE UNIVERSITY Career Services

Get Started Resume Guidelines

The best way to begin your resume:

- Collect all information that will need to be transferred to your resume.
- Gathering information will allow you to organize your thoughts, analyze abilities, and provide a full view of your history (work, education, and volunteer experiences).

Items to look for before you start:

- Current job descriptions
- Unofficial Transcript
- Letters of Recommendation
- Evaluations
- Scholarships
- Other resumes

Don't worry about the format at this point:

- Important! Put information down on the worksheet.
- Later, transfer information to a format that you have chosen for a resume.

Now is not the time to be modest. This is the time that you want to inform people of your accomplishments, honors and awards.

Let's Begin!

Header

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone number an employer can contact you: _____

Email: _____ Web Site (optional): _____

Qualifications /Professional Profile

List no less than three, (and no more than six), statements that list your unique traits. Traits that will set you apart from all other candidates. List the most impressive reasons why you are qualified for the job or field in which you are interested. These should be brief statements that describe your qualifications on your resume. Consider number of years; dollar amounts of sales and quantity of product produced that might impress someone; number of people supervised; level of responsibility; licensures or training; and professional achievement or recognition. The position you are seeking/applying to. List a specific title, field, or skills you want to use.

Employment History

Chronological resume. Use reverse chronological order. Begin with most recent position and move to current position. Continue this throughout your employment history. Focus on experiences most relevant to objective.

- **Combination resume.** List positions in chronological order but review content. You might find that a position you held two jobs ago has more related skills associated with the position you are applying for. In this case, place jobs that are most related to the objective toward the top of the resume. Your employment history will no longer be in chronological order.
- **Functional resume.** Organize your skills into relevant groups of skills such as clerical, supervisory, management, production, warehouse, or equipment. Group one or more skills together for a skills category. List range of responsibilities associated with each skill area, but do not connect it to any specific job. Your job history is listed at the end of the resume single spaced vertically, job title, employer name, city, town, and time period worked. Typically, a functional resume is used when changing career fields, entering the workforce, and moving from military to civilian life. This resume format eliminates repeating the same skills, tasks, and experiences.

As you think about each experience, consider these elements:

1. **List all information:** Unnecessary wording or description can be omitted.
 - Include part-time jobs and volunteer experiences.
 - Use action-oriented descriptions.
2. **Headers:** For each position, list job title, employer name, city, state, and dates worked for employer.
3. **Descriptions:** List job duties, responsibilities, and equipment used for specific tasks and projects.
 - List project with significant improvements, contributions, software used, and how you worked with management, staff, employees, customers, and volunteers.
 - Start each sentence with an **action verb (pages 11 and 12).**
4. **Training:** List training received while working for an employer.
 - Include any licensure, certificate programs, business seminars, or specialized training.

5. **Recognition:** List special awards or recognition received while on a job, in school, or volunteering.
 - List committees served on and how you assisted.
6. **Self-Employed:** List family businesses for which you worked or businesses you have started.

Header: _____

Job Title	Employer Name	City	State	Dates Worked

Achievements: _____

Training: _____

Recognition: _____

**Continue to use the same format for each job held.
Keep all information in one place.**

Education: List certifications or degrees obtained, as well as course work completed. List the following for each institution attended or graduated from.

School Name, City/State: _____

Degree or Certificate: _____

Majors/Minors/ Certificate Program/Emphasis: _____

Graduation Year or Years Enrolled or Transferred: _____

Use the above order of information for each school attended.

Courses Relevant to Job Goal: (Optional) (Utilize if a specialized position or if you have limited experience)

- Management Trainee
- Operations Management
- Sales/Promotional Strategies & Techniques
- Department/Mass/Specialty Merchandising
- Principles of Marketing
- Organizational Behavior
- Visual/Creative Merchandising

Military: List military experience, including branch of service, training, rank, and dates. State promotions, honors, and descriptions. This experience should be formatted similar to employment entries.

Volunteer/Community Involvement: List organizations you volunteered with, including your involvement, committees, and events. List a short description of experiences.

Memberships: List professional association or organizations to which you belong, including dates and leadership positions held.

Hobbies/Side Occupation: List relevant side occupations or hobbies. Include special training, descriptions, and dates.

Thinking About Your Skills

Final step; analyze your strength and abilities. Begin by reviewing everything you wrote in this packet.

- What stands out?
- What are your most impressive contributions to work, civic and volunteer experiences?
- What are your strengths?
- What personal traits are going to be important?
- What skills will transfer to the position applying for?

Skills

If you were the employer, what would you be looking for in a candidate?

- Look at the job description and see how your experiences can match up or is similar to what the description states.
- Organize your skills into relevant groups of skills such as management, production, supervisory, clerical, warehouse, and equipment. List the range of responsibilities associated with each skill area.

Create Your Unique Brand!

Remember, you are marketing a product through this process.

That product is you.

Sell Yourself!

References Win Job Offers

Guidelines on references and a reference page can be found on the next page.

Name: _____

Title: _____

Organization: _____

Telephone Number: _____

Email Address: _____

Number of references recommended: 3 to 5.

**Career Services
Location and Hours**

Location: ASU Reng Student Union, Room 2167

Telephone: (870) 972-3025

Fax: (870) 972-2783

Web Site: www.astate/careers

Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

Walk - In-Hours: Monday - Friday..... 9:00 a.m. - 4:00 p.m.



Resumes Ensure Interviews,

REFERENCES SECURE JOB OFFERS

Offering references in itself poses no danger. The risk arises when a hiring manager calls them:

- A former supervisor may not be with the company anymore.
- Your last supervisor may sound hesitant when asked to talk about your experience.
- A former co-worker may not even remember who you are.
- “Company policy prohibits us saying anything. We can only verify dates of employment and position title.”
- “Are you certain he/she gave my name as a reference?”
- “We miss him/her so much. Too bad he/she was let go.”

***Note:** These replies are more common than you might think, and can blow a job offer.

Basic Guidelines:

- Identify potential references early in your college career. Get to know professors and advisors. Impress them!
- Ask permission to use an individual as a reference before listing them.
- Balance your list of professional references to include employers and academic references.
- Acquire three to five references.
- "References Available Upon Request" does not have to be included at the bottom of resume. It's understood you will supply a list of references upon request.

Types of References

- Employment
- Professional
- Academic
- Personal

Checklist for Asking Someone to Serve as a Reference:

- ✓ Ask for permission and verify their position and contact information. Example, "*Would you be willing to serve as a reference for me as I pursue my job search? Yes, thank you and let me confirm your position title and business address.*" Provide copy of your resume.
- ✓ Most cases, references are contacted by phone. It's usually not necessary for references to write a letter, but some may.
- ✓ When possible, provide references with a description of job applying for and how you believe you meet or exceed the criterion for the position.
- ✓ Thank your references. Keep posted throughout the job search.
- ✓ A call from a prospective employer should not be a surprise to any reference. It should be expected so your references are adequately prepared to respond with facts and specific examples about your abilities. Keep them updated with the progress of your job search.
- ✓ You got married...inform your references of your name change!

Two Critical Reference Check Questions:

1. Would they like to say anything more about you?
2. Would they hire you again?

SANDRA A. HARRING

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Jonesboro, AR 86401
870) 972-1234
kharding@astate.edu

Permanent Address:

333 Lutefisk Drive
Jonesboro, AR 86442
Cell: (313) 778-1234
kharding@astate.edu

REFERENCES

Dr. William English, *Associate Professor*
Department of English
Arkansas State University-Jonesboro
(870) 972-3421
Email: wenglish@astate.edu

Ms. Jennifer Nevada, *Office Manager*
Prime Rib Sales Corporation
(870) 972-8000
Email: jenprimerib@gmail.com

Ms. Diana Windsor, *Supervisor*
Catering Services Division
White Horse Inn Restaurant & Catering
(870) 972-0070
Email: whitehorse@gmail.com