

Surviving the Resume



A résumé lets the employer know who you are, how you can be contacted, the position you want, and your experience, education, skills and abilities. There are several different types and layouts of résumés. A sample entry-level résumé is on the next page.

Résumé Checklist:

- ❑ **Objective:** Target your objective as closely as possible to the specific job for which you are applying or...
- ❑ **Target:** This should be the position you are applying for listed by job title. *(Use an **objective** or **target** – not both)*
- ❑ **Length:** *Keep It Short and Simple (KISS).* Limit your resume to one page for an entry-level position.
- ❑ **Paper:** Use standard size resume paper of good quality (white, cream, light grey color). Use black ink. Be sure reproduction is of high quality. Photocopies should NOT be faded, streaked, or scratched out, and don't use correction fluid.
- ❑ **Mechanics:** Information should be presented in short, easy-to-read paragraphs. Use bullet points over lengthy paragraphs. Make sure of correct spelling, grammar and punctuation. Eliminate unnecessary words and phrases.
- ❑ **Margins:** Résumé should be balanced, centered from top and bottom, as well as left to right.
- ❑ **Font:** Should be simple and easy to read.
- ❑ **Order of information:** List most important sections first; prime space is top one-third of page.
- ❑ **It's not all about "me":** Omit personal pronouns (I, me, etc.) and write in concise style. Examples: assisted coach, answered phones, accurately type 50 wpm.
- ❑ **Review:** Proofread your résumé and then have someone check it over before submitting it to an employer.

Sample Resume

CINDY LANG

2980 San Francisco Court, Merced, CA 95348
(209) 555-5678

OBJECTIVE:

To obtain an entry-level position in banking that will allow me to utilize my skills, learn new skills and be an asset to my employer.

SKILLS:

- Proficient use of personal computers and word processing software (WordPerfect, Microsoft Word)
- Ability to operate an Encoder
- Accurate keyboarding and 10-key skills
- Properly operate scanner cash register
- Knowledge of alpha-numeric filing
- Outstanding customer assistance
- Ability to answer multi-line telephone system and direct calls accordingly

EXPERIENCE:

11/02 - Present County Bank (ROP Site) Merced, CA
Job Title: Bank Clerk

On the job accomplishments: filing, mail distribution, photocopying, and assisting with customer service questions.

ACHIEVEMENTS:

- Maintained 3.7 GPA 2001-2003
- ROP Business Occupations Certificate of Excellence 2003
- Perfect attendance 2001-2003
- Varsity member of volleyball team 2002-2004

EDUCATION:

Merced High School, Merced, CA – graduation pending June 2004

REFERENCES:

Mrs. Jane Randy	Mr. Richard Arnold	Mr. Ron Jefferson
Loan Officer	Operation Officer	ROP Instructor
American Bank	American Bank	Merced County ROP
1234 Main Street	1234 Main Street	632 W. 13 th Street
Merced, CA 95348	Merced, CA 95348	Merced, CA 95340
(209) 555-3373	(209) 555-3373	(209) 555-6522