

Resume Building Cheat Sheet

Contact Information

Name:

Address:

Phone Number:

Email:

Career Objective

A good career objective is essential. It should serve as the focal point of your resume, indicating what sort of job you are seeking, and what experience/skills you have to offer. It should be broad enough to cover any suitable employment, yet specific enough to indicate that you have a specific position in mind. You can change your career objective depending upon the job you are applying for. Some questions you may want to answer are:

- What kind of employment do you want? Internship, coop, full-time, part-time
- What type of position do you want? Customer services, sales etc.
- Is there a particular industry you want to work in? retail, hospitality, healthcare etc

Formula 1: Focus on the kind of position you want. Example: Seeking a full-time position as an Administrative Assistant. Seeking a position as a _____.

Formula 2: Focus on the field or industry in which you are interested in working. Example: Seeking an entry-level position in the Healthcare field. Seeking a position in the _____ field.

Positions:

- Entry Level
- A Specific Title (Warehouse Associate)
- Internship The name of a field (Administrative)
- First, Second, or Third Shift Professional
- Part-Time

Field

- Accounting
- Human Resources
- Administrative
- Information Technology
- Culinary Arts
- Manufacturing
- Customer Service
- Marketing
- Food Service
- Sales

Skills

These are your most outstanding strengths and abilities.

- Data Entry
- Work Ethic
- Computer Skills
- Problem Solving Ability
- Organizational Ability
- Leadership Ability
- Financial Knowledge
- Proven Success Record
- Public Speaking Ability
- Certifications
- Logical Thinking Ability
- Planning Skills
- Self-Starter
- Specific Trade Skills
- Excellent Attendance Record
- Creativity
- Follows Instructions
- Ability to Learn Quickly
- Maturity
- Languages You Speak
- Accuracy Specific
- Educational Background
- Innovative Ideas
- Results Oriented
- Dependability
- People Skills
- Communication Skills
- Enthusiasm
- Persistence
- Observant

Education

Name of school: _____

Start Date: _____

Expected Graduation Date: _____

GPA (if above a 3.0) optional: _____

Experience

When describing your responsibilities and accomplishments, try to highlight areas that are specifically relevant to the type of position you are seeking. Start each description with an action word.

Job Title: _____

Date From: (Mo/YR) _____ Date To: (Mo/YR): _____

Description of responsibilities and accomplishments:

- Example: Responsible for sorting 1,000 small packages each hour of operation.
- _____
- _____

Job Title: _____

Date From: (Mo/YR) _____ Date To: (Mo/YR): _____

Description of responsibilities and accomplishments:

- _____
- _____
- _____

ACTION WORDS

- | | | | | |
|----------------|----------------|---------------|--------------|---------------|
| ▪ achieved | ▪ constructed | ▪ expanded | ▪ minimized | ▪ recruited |
| ▪ acquired | ▪ contracted | ▪ explained | ▪ motivated | ▪ reorganized |
| ▪ adapted | ▪ converted | ▪ forecasted | ▪ negotiated | ▪ reported |
| ▪ addressed | ▪ coordinated | ▪ formed | ▪ obtained | ▪ researched |
| ▪ administered | ▪ created | ▪ founded | ▪ operated | ▪ resolved |
| ▪ analyzed | ▪ cultivated | ▪ generated | ▪ organized | ▪ reviewed |
| ▪ anticipated | ▪ demonstrated | ▪ guided | ▪ originated | ▪ selected |
| ▪ assembled | ▪ designed | ▪ hired | ▪ oversaw | ▪ separated |
| ▪ assisted | ▪ developed | ▪ implemented | ▪ performed | ▪ set up |
| ▪ audited | ▪ devised | ▪ improved | ▪ planned | ▪ simplified |
| ▪ budgeted | ▪ discovered | ▪ informed | ▪ prevented | ▪ solved |
| ▪ calculated | ▪ doubled | ▪ insured | ▪ produced | ▪ surveyed |
| ▪ centralized | ▪ drafted | ▪ interpreted | ▪ programmed | ▪ staffed |
| ▪ changed | ▪ edited | ▪ interviewed | ▪ promoted | ▪ supervise |
| ▪ collaborated | ▪ eliminated | ▪ launched | ▪ provided | ▪ taught |
| ▪ composed | ▪ enforced | ▪ maintained | ▪ publicized | ▪ tested |
| ▪ condensed | ▪ established | ▪ managed | ▪ published | ▪ trained |
| ▪ conducted | ▪ evaluated | ▪ marketed | | ▪ used |