

WHAT IS A RESUME?

A BRIEF SUMMARY OF YOUR QUALIFICATIONS, SKILLS, BACKGROUND THAT REPRESENTS YOU TO POTENTIAL EMPLOYERS.

SECTIONS OF THE RESUME

ANSWERING THE FOLLOWING QUESTIONS IN A PERSUASIVE WAY WILL HELP YOU WRITE A WINNING RESUME. THE QUESTIONS ARE THE CRUCIAL ELEMENTS OF THE RESUME FORMULA.

WHO ARE YOU?

IDENTIFYING INFORMATION: NAME, CURRENT ADDRESS AND TELEPHONE NUMBER, PERMANENT ADDRESS AND PHONE NUMBER, E-MAIL ADDRESS

WHAT DO YOU WANT?

OBJECTIVE: OPTIONAL, BUT HAS THE ADVANTAGE OF TELLING THE RECRUITER THE TYPE OF POSITION YOU ARE SEEKING

WHY ARE YOU QUALIFIED TO DO IT??

EDUCATION: NAMES OF INSTITUTION, DEGREE RECEIVED AND MAJOR, GRADUATION DATE OR PROJECTED GRADUATION DATE (RELEVANT COURSES AND GPA IS OPTIONAL BUT RECOMMENDED IF STRONG SELLING POINT)

WHERE HAVE YOU DONE IT? HOW WELL HAVE YOU DONE IT?

EXPERIENCE:

- TITLE OF THE POSITION
- NAME OF ORGANIZATION AND LOCATION WITH CITY AND STATE
- DATES OF EMPLOYMENT/INVOLVEMENT
- DESCRIPTION OF RESPONSIBILITIES BEGINNING WITH ACTION VERBS

ADDITIONAL INFO/OTHER POSSIBLE SECTIONS:

- HONOR AND AWARDS
- COMMUNITY SERVICE
- INTEREST/ACTIVITIES/HOBBIES
- COMPUTER SKILLS

SOME SUGGESTIONS:

1. ACTIVELY SELL YOUR QUALIFICATIONS BY FOCUSING ON ACCOMPLISHMENTS AND RESULTS RATHER THAN ROUTINE JOB DESCRIPTIONS
2. FINAL HIRING DECISIONS ARE RARELY BASED ON RESUMES ALONE; HOWEVER, THE RESUME SHOULD BE A CONCISE, FACTUAL AND POSITIVE LISTING OF YOUR EDUCATION, EXPERIENCE AND ACCOMPLISHMENTS
3. CHOOSE AN APPROPRIATE FORMAT. DON'T USE RESUME TEMPLATES THAT COME WITH WORD PROCESSING APPLICATIONS
4. CHOOSE YOUR WORDS WISELY. SELECT STRONG ACTIONS VERBS AND USE CONCISE PHRASES AND CLAUSES RATHER THAN COMPLETE SENTENCES
5. SHOW YOUR RESUME TO SOMEONE WHO KNOWS YOU AND WHO WILL BE OBJECTIVE IN HIS OR HER OPINION
6. ALWAYS SEND A COVER LETTER WITH SPECIFIC REFERENCE TO THE COMPANY'S NEEDS AND YOUR QUALIFICATIONS FOR THE JOB

REMEMBER, A RESUME IS ONLY A DOOR OPENER. YOU WANT A PERSONAL INTERVIEW!!

SAMPLE RESUME:

ALICIA GUTIERREZ

459 Buena Vista Avenue #3
Berkeley, CA 93700

agutier@berkeley.edu
510-345-9876

Objective School district teaching internship - passed CBEST June 2004

Education B.A. American Studies, concentration in Minority Education, May 2005
University of California, Berkeley

Experience **Break the Cycle**, Berkeley, CA (September 2004-present)
Teaching Intern

- Improve 1st grade math skills
- Motivate underachieving students toward success in their annual district exams
- Design individualized curriculums

Edna Brewer School, Oakland, CA (September 2004-present)
Tutor and Teacher's Aide

- Develop a semester teaching unit on culture, ethnicity, and identity
- Conceptualize and implement yearlong project for ESL students resulting in a journal of autobiographical works for use as a learning tool and model for other ESL teachers, historical archive, and a source of inspiration for other ESL students
- Drafted proposal to finance project, which resulted in being awarded grant support

Panoply Corporation, Berkeley, CA (July 2001-December 2003)
Salesperson

- Refined communication skills and marketing techniques
- Led in clothing sales for the months of July and August

National Cheerleaders' Association, Garland, TX (May-July 2001 & 2002)
Instructor and Camp Leader

- Instructed students of all ages in cheerleading, gymnastics, and dance
- Collaborated with a team of instructors to create a positive, fun, and lively learning atmosphere

Activities **Rush Chairperson for Chi Omega Sorority** (January 2003-December 2003)

- Directed team of 70 chapter members in planning recruitment
- Recruited women to join Chi Omega Mu Chapter by implementing marketing strategies
- Successfully pledged full quota for two semesters
- Increased chapter unity and spirit by designing team building activities
- Budgeted spending for Rush preparation week and Rush week

Managing Editor for Maganda, a Filipino Literary and Art Magazine (September 2002-present)

- Designed visual concept for the magazine's debut
- Organized and sought out performers for fundraising and promotional events

Skills

- Proficient in conversational Spanish
- Microsoft Word, Excel, Adobe Photoshop, Dreamweaver, SoundEdit Pro, strong Internet skills

This chronological version of Alicia's resume emphasizes her teaching skills.

Combines paid & volunteer positions under the Experience heading.



WRITING AN EFFECTIVE RESUME

Presented by:
Calvin Chen &
Katrina Cruz

CHECK OUT CAREER.BERKELEY.EDU FOR ADDITIONAL
INFORMATION!