

Resume Basics

Having a resume is more important than you think. When you apply for jobs, your resume makes an impression on potential employers way before they actually meet you in person. Here are some tips on how to create your best resume and start your workforce journey on the right foot.

Name and Contact Information

Include your first and last name, phone number, and a professional email address, not one for friends and family (like skaterboi99@email.com).

Executive Summary

Summarize your experience, key strengths, and your employment goal here. This should be your “elevator pitch” for your qualifications.

Education

Include any completed education and in progress degrees (if applicable). If you studied under a certain career pathway, list it here. If you excel in a specific subject area that would demonstrate your qualifications for a specific job, you can highlight here. For example, you could add “4.0 in AP math courses” if you’re applying for a job that would require math skills.

Experience

List any past and present jobs you may have. When you’re just starting out, you may lack the experience to put on your resume. Here, it’s okay to also include a section for sports, academic clubs, and/or volunteer work. These show potential employers you know how to handle time management and commitment, plus you have acquired team-building skills. As you gain more work experience, you’ll drop the sports and academic clubs.

Skills

List skills that are relevant to the position you’re applying for. Say you’re interested in an accounting position. You’ll want to highlight previous positions that involve handling money, reconciling accounts, using spreadsheets, book-keeping, etc. Also focus on how you’re analytical, well-organized, or good in math.

John Smith

(987) 000-1234
jsmith@email.com

Executive Summary

Reliable and respectful high school senior seeking a challenging position as a customer service representative in the banking field.

Education

First State College
2019-2023 (expected)
Major: Business Management

First State High School
2015-2019
Pathway: NAF Academy of Finance
GPA: 3.41

Experience

Student Teller
First State High School Bank
2018-Present

- Processing customer transactions
- Assist with statement reprints
- Make deposits, withdrawals, and loan payments

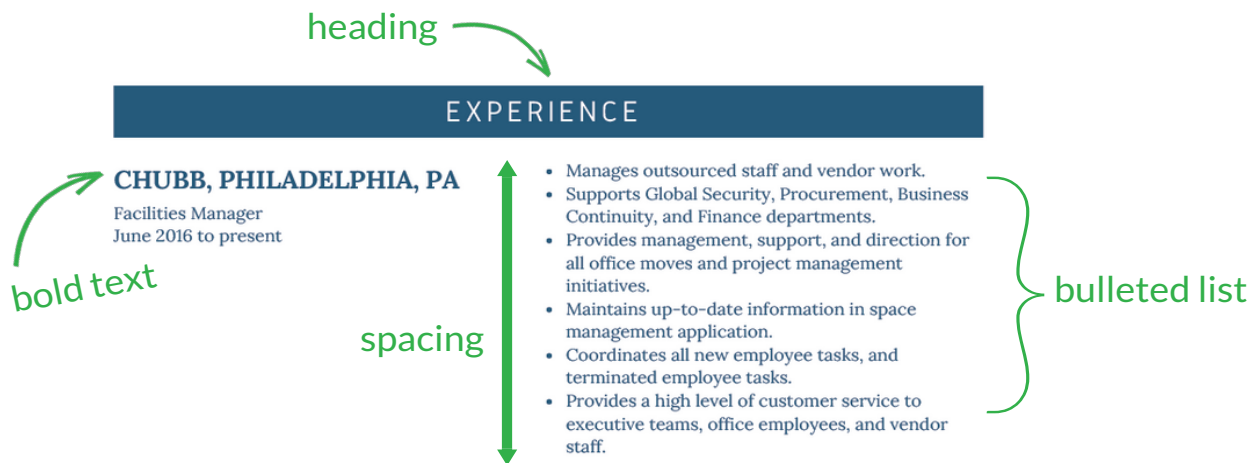
Treasurer
First State High School Student Council
2018-Present

Skills

Cash Handling
Customer Service
Time Management
Basic Computer Literacy

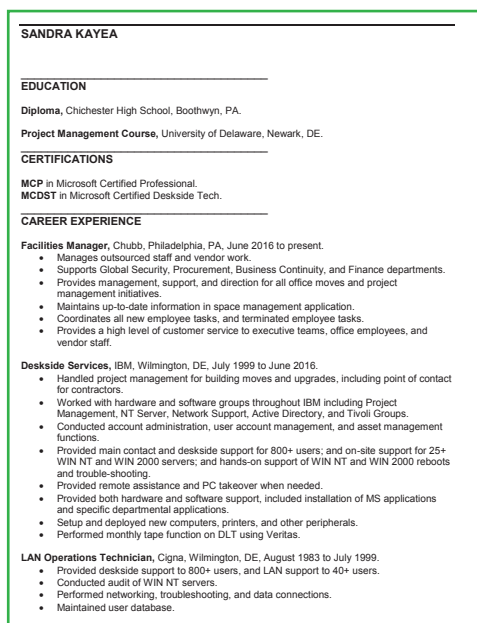
Resume Formatting

Once you've drafted all of the details you need to include in your resume, it's time to format it. Formatting makes it easier for readers to scan your information. Some ways to format your resume include headings, bullets, chunkified text, bold text, and spacing.



Plain Text and “Fancy” Resumes

You should have two resume versions: a plain text version (a simple word processor document) and a “fancy” version (such as one made using a design template). Use the plain text resume for uploading to online applications that require form fills. The plain text makes it easier for computer programs to pull info out of your resume, since the plain text lacks the design coding a template has. Print out copies of the “fancy” resume for the in-person interview.



Plain Text



“Fancy” Template

Editing & Proofreading

After you finish writing your resume, don't forget to edit and proofread it. Have a second set of eyes (if possible) look it over for anything that you (and spellcheck) might have missed. When checking your work, keep an eye out for these common grammar faux pas:

It's and Its

- *It's* is the contraction for 'it is' e.g. *It's time for more coffee.*
- *Its* is a possessive pronoun e.g. *The cat grabbed its ball of yarn.*

You're and Your

- *You're* is the contraction for 'you are' e.g. *You're one of my favorite people.*
- *Your* is a possessive pronoun e.g. *Your signature is required.*

To, Too, and Two

- *To* is a preposition e.g. *I always wanted to learn how to moonwalk.*
- *Too* is an adverb e.g. *Wendy wants to fly, too.*
- *Two* is a number e.g. *Two heads are better than one.*

Affect and Effect

- *Affect* is usually a verb e.g. *The storm knocked down power lines, affecting people for days.*
- *Effect* is usually a noun e.g. *Not drinking coffee tends to have an adverse effect.*

Who's vs Whose

- *Who's* is a contraction of 'who is' e.g. *Who's coming to the party?*
- *Whose* is the possessive of who e.g. *Whose book is this?*

Accept and Except

- *Accept* is to receive e.g. *Sally Field accepted her Oscar with a heartfelt speech.*
- *Except* is to exclude e.g. *Everyone went to Arnold's party except for Helga.*

Than and Then

- *Than* is a comparison e.g. *Molly had more cookies than Mikey.*
- *Then* shows time e.g. *Once we complete the project then it's time to start the next one.*

They're, Their, and There

- *They're* is the contraction for 'they are' e.g. *They're stopping by tomorrow.*
- *Their* is a possessive pronoun e.g. *Their house is right around the corner.*
- *There* is an adverb e.g. *There is a monster under my bed.*



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WILMINGTON 4345 Kirkwood Hwy Suite 201 Wilmington, DE 19808 302-635-9009	DOVER 642 South Queen St Suite 101 Dover, DE 19904 302-724-6344
MIDDLETOWN 210 Cleaver Farm Rd Suite 1 Middletown, DE 19709 302-449-2048	MILFORD 1004 N Walnut Street Milford, DE 19963 302-503-0440
SMYRNA 100 S. Main St Suite 300 Smyrna, DE 19977 302-389-7855	LEWES 20268 Plantations Rd Suite B Lewes, DE 19958 302-727-0075

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Hard Skills vs. Soft Skills

Hard Skills

Hard skills are teachable abilities that can easily be measured and defined. When people refer to hard skills, they're usually talking about a person's occupational knowledge and technical skill set. For instance, a data scientist's hard skills might include computer programming, data mining, and calculus.

General Business

Computer Literacy
Customer Service
Foreign Languages
Mathematics
Mentoring
Project Planning
Public Speaking
Writing

Sales

Cold Calling
Inventory Control
Lead Nurturing
Merchandising
Negotiation
Networking
Product Knowledge
Social Selling

Marketing & Advertising

Brand Management
Content Marketing
Copywriting
Graphic Design
Market Research
Proofreading
Search Engine Optimization
Social Media Management

Accounting & Banking

Budgeting & Planning
Cash Handling & Deposits
Financial Analysis
Numeracy Skills
Record Keeping
Tax Accounting
Spreadsheet Development

Computer Technology

Big Data Analysis
Computer Programming
Database Maintenance
Desktop Support
Network Security
Operating Systems
Software Development
Troubleshooting

Legal

Case Work
Client Care
Court System Knowledge
Document Management
Legal Research
Litigation
Logical Reasoning
Persuasion

Soft Skills

On the other hand, soft skills are character traits that show a person's ability to interact with others. Generally, soft skills are a reflection of someone's personality and are learned through social interaction rather than formal training.

Universal Soft Skills

Adaptability/Flexibility	Multitasking
Attention to Detail	Optimism
Collaboration	Organization
Communication	Patience
Conflict Resolution	Persuasion
Creativity	Problem Solving
Customer Oriented	Self-Motivation
Empathy	Teamwork
Leadership	Time Management

We Can Help Keep You in the Game

Our licensed therapists can help you with:

- Sports injuries.
- Acute or chronic pain of the back and neck.
- Pain and injury to the feet, ankles, hands, wrists, elbows, shoulders, knees and hips.
- Speech, cognitive and occupational therapy.



For appointments, call 302-449-3050.



CHRISTIANA CARE
HEALTH SYSTEM

Rehabilitation Services

19REH3

Resume Action Verbs

You Managed a Team:	Oversaw Pioneered Planned Produced Spearheaded	Screened Scrutinized Verified	Classified Coded Complied Distributed Filed Inspected Logged Maintained Obtained Ordered Organized Prepared Processed Provided Purchased Recorded Registered Reserved Reviewed Routed Set up Submitted Supplied Systematized Validated	Discovered Evaluated Examined Experimented Explored Extracted Formulated Gathered Identified Interpreted Investigated Located Mapped Measured Qualified Quantified Researched Searched Solved Summarized Surveyed Systemized Tested Tracked	Corresponded Debated Described Discussed Elicited Enlisted Explained Expressed Fielded Interacted Interviewed Involved Joined Judged Lectured Listened Mediated Moderated Observed Participated Presented Proposed Reinforced Reported Resolved Responded Solicited Specified Spoke Suggested Synthesized Translated	Began Combined Conceptualized Condensed Created Customized Designed Displayed Drew Entertained Fashioned Illustrated Invented Modeled Modified Originated Performed Photographed Revised Shaped		
Aligned Appointed Approved Assigned Chaired Consolidated Coordinated Cultivated Decided Delegated Directed Eliminated Emphasized Enabled Facilitated Fostered Handled Headed Hired Hosted Improved Inspired Led Mentored Mobilized Presided Prioritized Recommended Recruited Scheduled Supervised Terminated Unified United	You Saved the Company Time or Money: Conserved Deconsolidated Decreased Deducted Lessened Navigated Negotiated Reconciled Reduced Secured Yielded	You Changed or Improved Something: Centralized Converted Influenced Integrated Merged Modified Overhauled Redesigned Refined Refocused Rehabilitated Remodeled Reorganized Replaced Restructured Revamped Revitalized Simplified Standardized Streamlined Strengthened Updated Upgraded Transformed	You Write or Communicate: Authored Briefed Campaigned Co-authored Composed Defined Documented Drafted Edited Lobbied Outlined Persuaded Promoted Publicized Wrote	You Help Others at Home, School, or Work: Advised Advocated Aided Answered Assisted Cared for Coached Contributed Cooperated Counseled Critiqued Demonstrated Educated Encouraged Familiarized Focused Guided Helped Individualized Informed Instilled Instructed Insured Intervened Motivated Referred Set Goals Simulated Supported Taught Trained Transmitted Tutored Volunteered				
You Started or Led a Project: Administered Charted Controlled Developed Devised Executed Founded Established Formalized Formed Headed Implemented Incorporated Initiated Instituted Introduced Launched Orchestrated	You Increased Sales, Revenue, or Customer Satisfaction: Accelerated Acquired Advanced Amplified Boosted Capitalized Delivered Enhanced Expanded Expedited Furthered Gained Generated Lifted Maximized Outpaced Partnered Stimulated Sustained	You Achieved Something: Accomplished Attained Awarded Completed Demonstrated Earned Exceeded Outperformed Reached Showcased Succeeded Surpassed Targeted Won	You have Financial or Data-Related Skills: Adjusted Allocated Appraised Assessed Audited Balanced Calculated Computed Corrected Determined Estimated Forecasted Invested Marketed Projected Retrieved	You Have Technical Skills: Assembled Built Constructed Debugged Engineered Fabricated Fortified Installed Operated Printed Programmed Rectified Repaired Restored Specialized Studied Utilized	You are Organized or Pay Attention to Detail: Authorized Blocked Delegated Dispatched Enforced Ensured Itemized Monitored Regulated	You do Research, Analysis, or Fact-Finding: Analyzed Collected Compared Conducted Detected Diagnosed	You Talk or Work with People: Addressed Advertised Arbitrated Articulated Collaborated Communicated Conferred Consulted Contacted Conveyed Convinced	You are Creative: Acted Adapted

RESUME TIPS

Career Field: Marketing, Retail, Sales

JACOB JONES

STORE MANAGER

SKILLS

AUDIENCE ENGAGEMENT
CONTENT RESEARCH
COPYWRITING

EDUCATION

OAKWOOD UNIVERSITY
BUSINESS MANAGEMENT
2010 - 2014

DALE VALLEY HIGH
HIGH SCHOOL
2005 - 2010

CONTACT
734-413-5118
JONESJACOB@GMAIL.COM

 **PROFILE**
PROFICIENT IN OVERSEEING STORE OPERATIONS AND ACHIEVING SET GOALS, UNDERSTANDING MARKETPLACE NEEDS AND STRATEGIES NEEDED TO DRIVE SALES AND ENSURING PROPER MERCHANDISE PRESENTATION.

 **WORK EXPERIENCE**

STORE MANAGER AT BENSON'S | 2015 - PRESENT

- IN CHARGE OF OVERALL STORE OPERATIONS
- TRAIN AND SUPERVISE EMPLOYEES
- ASSIST CUSTOMERS IN ALL ASPECTS OF STORE SERVICE

ASSISTANT STORE MANAGER AT JOHNNY B AND HIS GOODS | 2011 - 2015

- MANAGED WEEKLY INVENTORY
- ENSURED CASH WAS MANAGED EFFICIENTLY
- THOUGHT OF STRATEGIES TO MINIMIZE STORE COSTS

 **ACHIEVEMENTS**

- JOHNNY B AND HIS GOODS EMPLOYEE OF THE YEAR 2012
- OAKWOOD UNIVERSITY DEAN'S LISTER, 1ST SEMESTER OF SCHOOL YEAR 2009

Career Field: Business, Finance, Legal Services

sam foster

ACCOUNTANT

samfoster@gmail.com • 929-9444-933 • 117 Irving Ave Brooklyn, NY

EXPERIENCE

Kirkland Associates
Senior Accountant
September 2015 - September 2020

Projekt Incorporated
Accountant
February 2013 - September 2015

Created and presented the annual budget report
Provided multiple drastic cost-reduction solutions
Prepared journal entries for the year-end audits
Reviewed all ledgers and other working documents
Implemented new systems to improve efficiency
Trained new employees with accounting protocol

Prepared monthly financial statements and reports
Analysed expense reports and provided solutions
Placed a new internal automatic accounting system
Managed the finances of Projekt Incorporated
Resolved discrepancies with existing accounts

EDUCATION

Franklin University
Bachelor of Science in Accounting
January 2008 - August 2012

CGPA of 3.850. President of the Honours Society from 2011 - 2012.
Managing Editor of the University Newspaper from 2010 - 2011.

REFERENCES

Sui Zhuang, Kirkland Associates
+1-617-555-0138 loc. 3246
s.zhuang@kirklandassociates.com

LANGUAGES

English
French
Spanish

INTERESTS

Street Photography
Traveling
Mountain Climbing
Reading Non-Fiction
Solving Sudoku Puzzles
Cooking/Baking

SKILLS

Financial Reporting
Payroll Accounting and Tax Computations
Budget Forecasting
Standard Cost Analysis and System Automation
Accounts Receivable and Accounts Payable
Internal Auditing and External Auditing
Team Management

RESUME TIPS

Career Field: Advertising, Media, Design

ASHLEY VALLEJO
GRAPHIC DESIGNER

EDUCATION

2016 - 2012 **Benedict University**
Bachelor in Media Studies

2006 - 2012 **Travis Art & Design**
Certificate in Multimedia Arts

2002 - 2008 **Damian High**
High School Graduate

CONTACT

05.70.86.87.06
40, Chemin Challet
87000 Limoges
ashleyvallejo@gmail.com
ashleyvallejo.co

PERSONAL SKILLS

- Dedicated and Hardworking
- Highly Organized
- Efficient, flexible and versatile team player
- Adaptable to changes

EXPERIENCE

December 2018 (Present) **J&J DESIGN STUDIO**
Graphic Designer
jjdesignstudio.co

January 2017 - December 2018 **DINGO ART & DESIGN**
Graphic Designer
oc.sedtraognid

January 2016 - December 2017 **COLLECTS DESIGN**
Graphic Designer
collectsdes.co

REFERENCES

COURTNEY LAND
Art Director, J&J Studio
court@jjdesignstudio.co
jjdesignstudio.co

SKILLS

SOFTWARE

Illustrator | Photoshop, Indesign | AfterEffects | Flash

DESIGN

Typography | Graphical Design
Visual Design | Photography
Traditional Arts | Social Media
Graphics | Pattern Designs
Digital Drawing

Career Field: Engineering, Technology

JEREMY WILLIAMS
INDUSTRIAL DESIGN ENGINEER

PROFILE

Name
Jeremy Lyons Williams

Address
Los Angeles, CA 90210

Email
jeremy.williams@email.com

Phone
424 123 8746

Mobile
310 927 2716

Portfolio
www.jeremywilliams.com

Website
www.williamsindustrial.com

EDUCATION

Bachelor of Sciences in Industrial Design Engineering
Halden University of Applied Sciences
GPA: 3.88

Product Design Certification
Industrial Design Institute of Bath

EXPERIENCE

Nov 2012 - Present **Haylen Manufacturing Corporation**
Project Intern
Developed simulation models for the company's product line

Jan - Oct 2012 **Halden University of Applied Sciences**
Graduate Research Assistant
Assisted a professor in preparing materials for a course in quality process and improvement

Mar - Dec 2011 **Vertax Microsystems**
Engineering Trainee
Reduced the cost of manufacturing operations by about \$2,000 annually

CAREER OBJECTIVE

I am an industrial design engineer seeking a full-time position in the field of industrial design.

I aim to apply my technical knowledge and skills to create products that are well-crafted and thoughtfully designed.

I have broad experience in the industrial design of automobiles, aircraft, and furniture as well as being part of a product design team that aims to create efficient house and office tools for everyday living.

SKILLS

- Lean Manufacturing
- Six Sigma
- Quality and Process Improvement
- Advanced Engineering Statistics
- Ergonomics
- Manufacturing and Production Economics
- Quality Control
- Simulation Modelling and Analysis
- Industrial Design
- Production Engineering

CERTIFICATIONS

Licensed Industrial Engineer
Association of Industrial Engineering

Certified Product Designer
Institute of Product Design & Technology