



Resume Writing

Resumes are the first essential ingredient to conducting a job search. It is a tool that clearly and concisely outlines your work and academic experiences. Employers must be able to look at the document and plainly see if you match the skills, qualifications, and experience for the position. It is not a long list of everything you have ever accomplished nor is it a fact sheet of your history. It should contain carefully selected and organized information that shows how your past experiences are related to your future job target or goals.

Planning Your Resume

Your resume should be targeted toward a specific career field. Therefore, it is important that you are able to narrow down your job search. Once you have a target field in mind, you will want to research qualifications which those employers seek. This will help you determine what areas on your resume to emphasize. You might want to have resumes for each individual job you seek that is crafted toward the specific job ad. Finally, analyze your past experiences to determine in what ways you have demonstrated some or most of the desired qualifications. You may have significant, related experience but do not automatically discount jobs unrelated to the job you seek. You have probably gained valuable and marketable experience from each job you have held. You just need to be sure to include the skills and experiences you gain from each job.

Resume Format

The format of your resume should emphasize the strengths and abilities relevant to the position for which you are applying. Consider the following points:

Length: a resume is typically one page long unless you have extended experience within your field. This means 15 years or more. So if you are new to the professional workforce, your resumes should be one page.

Appearance: your resume is a reflection of you. If your resume is sloppy, unorganized, and contains spelling errors, it will reflect poorly on your work habits. Proofread your resume many times. There are also many different formats of resumes you could choose (Experience Approach, Skills Approach, and Combination).

Possible Categories

There are many categories you could use to organize your resume - you must choose the categories that best fit your major strengths and individuality. You are only limited by your creativity. Remember - market what you have to offer in the best possible way!

Here are some categories that should appear on your resume:

- Contact Information
 - Name, phone (with a profession greeting), professional email, address

- Target Job Title
 - instead of an objective; add the title of the job you are targeting early in your resume)
- Performance Profile
 - This says, “This is a snapshot of what I can do!”
 - Take the most common requirements of the target job and write them into your performance profile. Turn them into 2-4 sentences (no more than 5 lines long)
- Core Competencies
 - List all the key professional skills that help you do the job well
- Technical Competencies
 - If you have specific IT skills list them here under a separate heading
 - You might want to list Word, Excel, PowerPoint, Outlook, & SPSS, etc.
- Professional Experience
 - Your previous employment information
 - Can be called Work Experience, Work History, Employment History, Employment Experience, Relevant Experience
 - Place in chronological order, with the most recent employment coming first
 - Include the following:
 - Employer’s name
 - The company’s focus
 - Job title
 - Dates
 - Duties performed
- Education
 - Include the following:
 - name of the institution where you earned your highest degree
 - city and state of the institution
 - when you graduated or received the degree
 - what specific degree was earned
 - any minors and/or double majors.
 - GPA if above a 3.00
- References
 - You do not include reference in your resume, but you should state that they are available on request at the bottom of your resume.

Here are option categories you could include:

- Branding Statement
 - This is a short personal statement to introduce what you will bring to the job.
- Performance Highlights
 - Select 2-4 standout contributions in your field or work
- Licenses/Professional Accreditations
- Ongoing Professional Education
- Professional Organizations/Affiliations
- Publications, Patents, Speaking Engagements
- Honors/Awards
- Languages, Cultural Experiences
- Military Service
- Extracurricular Interests
 - Include extracurricular activities that speak to your leadership, professionalism, or dedication
 - Include team sports, determination activities (e.g., running) or strategy

Proofreading Your Final Draft

You need some distance from your creative efforts to gain detachment and objectivity. There is no hard-and-fast rule about how long it takes to come up with the finished product. Nevertheless, if you think you have finished, leave it alone at least overnight then read it with fresh eyes.

MU Student

123 Canal Rd ~Edison, NJ 08817
732 – xxx- xxxx ~ firstname.lastname@gmail.com

Graduate School

~ Seeking a position in a graduate program for Mental Health Counseling that emphasizes different types of counseling and intervention skills..

Core Competencies

~ Skills include: active listening, great decision making skills, able to convey information effectively, problem solving skills, service orientation, able to communicate through writing, works well with children.

~ Technical competencies include: Microsoft Word, PowerPoint, Excel, SPSS

Work Experience

- **180 Turning Lives Around Hazlet, NJ** **09/11-12/11**
 - Interned through my Civic Engagement class. Worked on the project of finding domestic violence and sexual assault articles in the state of New Jersey. Organize them by city and town. Presented my findings at the end of the semester.
- **American Gymnastics Academy South Plainfield, NJ** **05/07 – 04/11**
 - Gymnastics instructor for children ages 3- 13 years old. Worked with children with disabilities. Taught the fundamental values of gymnastics. Helped coach level 4 competitive gymnastics team.
- **Little Genius Day Care Metuchen, NJ** **06/11-8/11**
 - Provided full day and after school teaching assistance to children ages 2 – 2 ½. Worked on studying colors, numbers, and the alphabet. Taught children how to read and write. Responsible for potty training and changing diapers.
- **UNOS Pizzeria Metuchen, NJ** **05/11-8/11**
 - Hostess position. Responsible for greeting and seating guest. Took phone calls for to-go orders and packed to-go orders. Set tables for the servers and ran food. Responsible for asking guest about their service.
- **Aerials Gymnastics Eatontown, NJ** **09/09-Present**
 - Gymnastics instructor for children ages 3 – 13 years old. Teach the fundamental values of gymnastics. Helped coach JOGA team levels 1 – 6. Assist other teachers if the needed help. Worked with children who could not speak English.
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Education

- **Monmouth University West Long, Branch NJ**
 - Anticipated Graduation Spring 13'
 - BA in Psychology and Sociology
 - GPA 3.015

~References available upon request~

MU Student
XX Memorial Rd.
Marlboro, NJ 07746
(732) xxx-xxxx

Clinical Psychology Graduate Student

Education:

Monmouth University, West Long Branch, NJ; GPA: 3.85
Honors Thesis: *Pink monster trucks and camo baby dolls: Adults' Interest in Toys and Activities*
Psychology Thesis: *Once upon a time there lived a princess: Deactivation of the princess schema in adults*
Bachelor of Arts, Psychology; Anticipated May 2013
Minors: Spanish; Sociology

Honors:

Dean's List, Monmouth University *September 2009-present*
Honors School, Monmouth University *September 2009-present*

Skills:

Proficient in Microsoft Word, Excel, and PowerPoint
Knowledge of Spanish
Excellent oral and written communication skills
Proficient using SPSS; data entry
Experience working with diverse populations
Ability to organize and lead events

Work Experience:

Dr. Lisa Dinella, Monmouth University, West Long Branch, NJ *September 2011-present*
-Research Assistant: Work collaboratively on research on gender development in children
2NDFLOOR Youth Helpline *September 2012-present*
-Volunteer: Phone Counselor
Briar Hill Camp and School, Freehold, NJ *June 2010-present*
-Softball Counselor: Instruct children ages 3-11 in groups of 10-25 in basic softball techniques; Manage large groups of children to ensure a safe, fun environment; Plan and lead activities for groups of children and counselors
-Group Leader: Manage and direct four other counselors; Supervise groups of 20-30 children; Communicate with parents about children's camp experiences
Center for Student Success, Monmouth University *September 2010-May 2012*
-Peer Tutor: Offer assistance to university students, individually or in groups
Free Spirit Farm, Freehold, NJ *January 2007-October 2009*
-Counselor/Riding Instructor: Responsible for the safety of others around horses; Plan activities for riding lessons; Teach riding skills to children and adults

Professional Memberships/Awards:

Eastern Psychological Association Member *2012-2013*
Presenter at 8th Annual NJ Women's and Gender Studies Consortium *April 2012*
Omicron Delta Kappa National Leadership Honors Society *2012-present*
Alice Gustav Award: for a student who promotes scientific psychology and service to others *2012*
Psi Chi Member, Monmouth Psychology Honors Fraternity *September 2011-present*
Phi Eta Sigma Member, Monmouth's Honors Fraternity *September 2010-present*
Sociology Club Leadership Award *2012*
Recognized at 2012 Civic Engagement Recognition Ceremony *2012*

Clubs and Activities:

Psychology Club Secretary, Monmouth University *September 2012-May 2013*
Big Brothers Big Sisters Mentor, Project BAM *January 2011-May 2013*
Sociology Club President and Secretary, Monmouth University *September 2011-May 2013*
First Year Honors Mentor, Monmouth University *2010*

References Available Upon Request

MU Student

xxx Pine Needle St.
Howell, NJ 07731

(908)-xxx-xxxx

xxx@aol.com

Junior Marketing Associate

Recent college graduate seeking employment in entry level public relations and advertising position. Dependable, eager, hardworking individual looking to continue my education while bringing the following skills and experience.

Performance Profile

- Excellent communication skills
- Ability to work in a high energy environment
- Ambition, strong work ethic, and open to new ideas
- Self-starter with problem solving skills
- Career oriented individual

Core Competencies

- Critical thinking
- Complex problem solving
- Social perceptiveness
- Active listening
- Time Management
- Writing
- Reading Comprehension
- Coordination

Professional Experience

Customer Services Associate, Four Boys Pizzeria, Howell NJ 2007-present

Ran and directed specific task in a small pizzeria/restaurant. Main duties and tasks included: customer service, food preparation, service, and delivery and transportation of products. Provided assistance when needed in areas such as promotion, budgeting, cash management, store maintenance, and scheduling.

Manager, Cathy's Bagel Shoppe, Howell NJ 2004-present

Direct the daily operation of the small breakfast establishment, serving upwards of 100 customers per day. Took on majority of task and duties on daily basis which included:

- | | | |
|-------------------|----------------------|---------------------|
| -Manage Staff | -Cash Management | -Training |
| -Customer Service | -Budgeting | -Food preparation |
| -Promotions | -Employee scheduling | -Employee relations |
| -Sales | -Product management | -Store maintenance |

Education

Bachelors of Arts- Psychology
GPA: 3.15

Monmouth University: West Long Branch, NJ
Anticipated May 2013

Technical Competencies

- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel
- Predictive Analytics Software SPSS

References available upon request