



Résumé Writing

Career Services

Western State College of Colorado

Taylor Hall 302

970-943-7122

www.western.edu/career

Parts of a Résumé

Below are the basic elements of a résumé.

- Write or type up your personal information for each category
- Do not use a template résumé on Word or Publisher (these make it difficult to change the spacing of your résumé)
- There are many types and styles of résumé. You will develop your particular type and style as you gain experience, make your career choice, and match it to your personality.
- Once you have filled in the information, transfer it into a résumé format that you feel confident represents you best.



Contact Information

The heading should consist of:

- Your Name (bold and capitalized)
- Your address, phone number and professional e-mail address where you can receive correspondence or messages
- *In a transitional period?* List a current and permanent address if need be

Career or Job Objective

A brief statement telling the reader what type of position you are seeking.

- Write this from the employer's perspective as well as your own
- Do not make the objective too vague. You will most likely need to customize your objective for each position you are applying for
- Not required –but can help you focus your résumé

Education

Only list the institutions you have attended after high school; You only need to list colleges from which you have graduated

- Include names of degrees, special certifications, and majors received
- Graduation date (Month, Year) or Anticipated Graduation date (Month, Year)
- Grade point average (GPA) is of interest only if it is 3.0 or higher



Professional or Related Experience

This is the most important section of the résumé and usually the longest.

- In this section, start with present or most recent position and work backwards
- Detail only the last four or five positions or employment covering the years in college, unless earlier information is relevant.
- Within each position listed include:

- Your job title, company name, city, state and date position was held (start & end date - year and month are sufficient)
- Under each position, using strong verbs list skills or duties performed
- Be sure to list all experiences, whether paid or unpaid. Employers like to see volunteer and community work.

Leadership Activities

- List positions held, activities conducted, dates of participation

Computer or Technical Skills

- Include computer programs you know how to operate (i.e., Microsoft Office Suite or list individually: Microsoft Word, PowerPoint, Excel, Access)

Certifications

- This section would include any certification (i.e., CPR, First Aid)

References

Separate page titled "References" with your name on it

- References should be people who are familiar with your abilities, whether in college or at work. Use former employers, professors or college staff
- Do not use personal friends or relatives!
- List 3-4 professional references
 - You need their name, company, title, address, phone number and professional email address
 - Always ask your references permission before listing them



Additional Headings or Section titles

List relevant activities which demonstrate your accomplishments; these can be personalized to fit your individual needs.

- | | |
|------------------------------------|-------------------------------------|
| • Internship Experiences | • Extracurricular Activities |
| • Volunteer Experiences/Activities | • Presentations/Workshops Presented |
| • Summary of Qualifications | • Honors and Awards |

Be sure to:

- Tailor your résumé for the position
- Always include a Cover Letter & Reference sheet
- Use Résumé or Bond paper
- All three documents (Cover Letter, Résumé, References) should appear on same type of paper
- Font is important - Arial, Times Roman, or Garamond are recommended
- Proof-read

Common Mistakes:

- Including materials not asked for by the organization such as copies of work, reference letters, etc.
- Spelling errors/typos
- Improper word usage
- Leaving out Computer Skills
- Including personal statistics and/or pictures
- The use of "I"
- Overselling and exaggerating

Résumé Action Verbs:

Accelerated	Effected	Led	Reduced
Accomplished	Eliminated	Maintained	Reinforced
Achieved	Established	Managed	Reorganized
Adapted	Evaluated	Mastered	Revamped
Administered	Expanded	Motivated	Revised
Analyzed	Facilitated	Operated	Reviewed
Approved	Generated	Originated	Scheduled
Built	Guided	Organized	Simplified
Coordinated	Increased	Participated	Set up
Conducted	Influenced	Performed	Solved
Completed	Implemented	Planned	Structured
Created	Initiated	Pinpointed	Streamlined
Delegated	Instructed	Programmed	Supervised
Developed	Interpreted	Proposed	Taught
Demonstrated	Improved	Provided	Trained
Designed	Launched	Recommended	Translated
Directed	Lectured	Record	Utilized

Résumé Building/Skill words:

Ability	Cooperative	Innovative	Proven
Academic	Creative	Knowledge	Qualified
Actively	Dedicated	Logical	Repeatedly
Adaptive	Dependable	Major	Resourceful
Administrative	Developing	Management	Responsible
Analytical	Effectiveness	Open-minded	Significant
Capability	Efficient	Performance	Specialist
Capable	Enlarging	Pertinent	Substantial
Competence	Equipped	Positive	Successful
Competent	Evident	Potential	Tactful
Complete	Executive	Preference	Technical
Completely	Experienced	Productive	Thorough
Consistent	Increasing	Proficient	Versatile
Contributions	Independent	Profitable	Vigorous

Résumé Types

Choosing a résumé style can be stressful the first time.

Remember to choose a style that represents you—your talents, abilities, and experience.

When to use a Functional Résumé:

FUNCTIONAL - (Focus on SKILLS)

- Desire to focus on transferable skills
- To downplay work gaps
 - Reflect the type of work actually done
- Skills have been acquired through volunteer activities
- Re-entering the work force or changing careers
- New college graduate /entry level candidates without much work history



When to use a Chronological Résumé:

CHRONOLOGICAL- (Focus on JOB EXPERIENCE)

- If you have a clear job target
- The next job is the logical progression in your career
- Current job is in healthcare, finance, science, or the engineering field
- Time oriented and lists employment experiences in reverse order starting with most recent job
- Works well for prospective employees with continuous employment showing career progression in specific field

When to use a Combination Résumé:

COMBINATION (Highlight your SKILLS & JOB EXPERIENCES)

- Emphasizes skills and competencies; including dates of employment
- How the résumé is combined depends on specific experiences and career field
- Combines the best elements of the chronological and functional formats

FUNCTIONAL RÉSUMÉ EXAMPLE

Linda Mowry

3564 Somelittle Road

Anywhere, CA 91234

(555) 666-7777

myname@samplemail.com

OBJECTIVE:

An entry-level position as Sales Coordinator at Regional Sports Authority Merchandise, Inc.

SUMMARY:

- Successful experience in direct sales of a range of products and services
- Extensive practical hands-on experience as manager of a small business
- Motivated and enthusiastic about developing good relations with clients

RELATED SKILLS:

SALES & NEW ACCOUNT DEVELOPMENT

- Increased a small publication's advertising revenue through market research and promotion
- Developed new distribution outlets for a special-interest magazine in Northern California

CUSTOMER RELATIONS

- Coordinated product information and distribution for 75 field representatives and major accounts
- Promoted giftware products at trade shows throughout the region
- Oversaw the production of advertising and its placement in major trade publications

ADVERTISING, MARKETING, DISTRIBUTION

- Organized and styled merchandise for effective presentation in a 20-page giftware catalog
- Kept accurate, current, computer records of inventory, international suppliers, brokers, shippers

EXPERIENCE:

Sales Coordinator, Fun Escape Resort Gunnison, CO January 2010-Present

Intern, Ski Magazine Crested Butte, CO October-December 2010

Office Assistant, Gunny Times Gunnison, CO January-September 2009

EDUCATION:

Bachelor of Arts in Business Administration, Western State College, Gunnison, CO May 2002

CHRONOLOGICAL RÉSUMÉ EXAMPLE

Christopher S. Designer

5555 Reread Road
Lookingforwork, CO 81232
(555) 444-8888; myemail@yahoo.com

Education:

B.A. in Art with minor in Communications, Western State College
Gunnison, CO May 2011

Related Experience:

Production/ Illustrator Intern Fall 2010
Daily Starts & Stripes, Littleton, CO

- Worked with production team of a daily newspaper
- Gained knowledge of pica and columnar measuring systems, point sizes, and type faces
- Ability to read design layout and illustrated line drawings to accompany articles

Production/ Graphic Designer Summers 2009-10
Pathfinder Magazine, Western State College, Gunnison, CO

- Designed and illustrated page layouts
- Produced and assembled a variety of projects collaborating with writers
- Operated Canon Laser Copier as graphics tools
- Gained knowledge of paste-up techniques with ability to work quickly and efficiently

Publications

- Created program for "Music Man" and "Grease" productions
- Designed posters for Bike Tour of Colorado, Crested Butte Mountain Resort Al Johnson Downhill Race, Art in the Park, Gunnison Air Show, RMACE Regional Conference
- Developed logos for RMACE, City of Gunnison, Gunnison Business Assoc., Wild River Resort, Timber Outfitters, Happy Days Daycare

Additional Experience

- Retail Sales, Wal-Mart, Gunnison, CO 2009-2010
- Maintenance, Western State College, Gunnison, CO 2008-2009
- Retail Sales, Pay-Less Shoes, Denver, CO Summers 2005-2007

Computer Skills

- Microsoft Office Suite
- Quark
- PageMaker

COMBINATION RÉSUMÉ EXAMPLE

Hannah C. Myers

Current Address:

Western State College CPO 123, Gunnison, CO 81231
(970) 688-0000;hannah.myers@western.edu

Permanent Address:

1800 Village Road, Little Town, USA 00000

Education:

Bachelor of Arts, Biology with an emphasis in Environmental Biology and Ecology
Western State College of Colorado, Gunnison, CO August 2006

Summary of Skills:

- Designed, implemented, and presented fun and educational programs for nine campgrounds and two day use areas such as Friday Night Frog Hunts
- Informed patrons of ATV, fire, and camping rules and regulations, as well as possible citations and fines
- Gained knowledge of local flora and fauna, mountains, backcountry, and camping safety, and Leave No Trace ethics
- Independently conducted environmental education through hikes, nature camps, and classrooms
- Operated, maintained, and responsible for guest safety awareness at boat rental facility
- Developed and planned the restoration of a highly degraded stream using natural stream design principles
- Sampled, identified, and analyzed macrobenthic invertebrates and diatoms of the Roanoke River

Related Experience:

Interpretive Ranger, US Forest Service, Salida Ranger District
San Isabel National Forest June -August 2010

Interpretive Ranger, Virginia Department of Conservation and Recreation
Pocahontas State Park Summers 2007, 2008

Customer Service Representative, Virginia Department of Conservation and Recreation
Pocahontas State Park May-September 2008

Lifeguard, Virginia Department of Conservation and Recreation
Pocahontas State Park Summers 2005, 2006

Work Experience:

Office Assistant, Western State College of Colorado
Residence Life and Housing September 2010-Present

Student Teaching Assistant, Roanoke College
Introductory Computer Literacy Class August– April 2008

Computer Skills:

Proficient in Microsoft Word, Excel, PowerPoint, FrontPage, Publisher

REFERENCE PAGE EXAMPLE

Hannah C. Myers

Current Address:

Western State College CPO 123, Gunnison, CO 81231
(970) 688-0000;hannah.myers@western.edu

Permanent Address:

1800 Village Road, Little Town, USA 00000

REFERENCES

Sample:

Name

Title

Organization or Company

City, State

Phone number

Email address

Dr. JJ Goody

Professor of Biology
Western State College
Gunnison, CO
970-943-0000
jgoody@western.edu

Caring Person

US Forest Service
Salida, CO
970-555-4444
cperson@us.forest.gov

Western Finest

Administrative Assistant
Western State College
Gunnison, CO
970-943-5555
wfinest@western.edu