

# Aims' Career Services

## RESUME TIPS

970.339.6251 \* [www.aims.edu/student/career](http://www.aims.edu/student/career) \* General Services Building, Student Success Center

### *Effective resumes should:*

- Immediately impress the reader
- Provide information in an at-a-glance format
- Be concise and to the point
- Be individually tailored to each position
- Be a reflection of your ability and potential
- Focus on the employer's needs and your ability to meet those needs

## Resumes get you the interview and get your foot in the door!

The purpose of a resume is to present a brief summary of your relevant work experience, education and qualifications for a position. It should highlight what you would bring to a work environment and entice the employer to want to get to know you more relative to their hiring needs.

### **TIP: Know what to include in your resume**

#### **Resumes SHOULD include:**

Basic contact information  
Educational background  
Relevant work experience  
Major/Related Coursework  
Volunteer Work (if applies)  
References

#### **Resumes SHOULD NOT include:**

Unnecessary personal information  
"I" statements  
Family/friend references  
Salary information (unless requested)



### **Career Services Staff**

#### *Greeley Campus Staff:*

Rachel Davis, Senior Advisor

#### *Other Staff:*

Marie Gallegos, Senior Advisor,  
Downtown Campus

Mary Tucker, Senior Advisor,  
Fort Lupton Campus

Alethea Stovall, Senior Advisor,  
Loveland Campus

### **PUTTING IT ALL TOGETHER**

- Make sure that you are using the format that sells you best
- Write your own resume since you will need to respond to it in an interview
- Do not staple or fold
- Use standard fonts (Times New Roman, Arial, Helvetica)
- Use boldface or capitalization for section headings
- Use the correct verb tense
- **PROOFREAD** many times over
- Print on higher grade, heavy resume paper—white, gray or neutral

# What resume format will work for you?

You need to determine what format will work best for you based on what you want/need to communicate to the employer relative to the specific job description. Resumes should always be tailored to speak to the needs of the employer whose job you are applying for.

## Basic Type #1: CHRONOLOGICAL

### Summary of education & experience

Use when:

- Employment history shows a pattern of increased responsibility
- Former/Present jobs titles are impressive

Don't use when:

- You want to change career fields
- You are looking for your first job
- You have been out of workforce for a while

## Basic Type #2: COMBINATION

### Chrono-Functional

**Provides one or more functional statements combining experiences for different jobs; Offers chronological listing of work history**

Use when:

- Changing careers or reentering the job market
- You wish to highlight relevant experiences while listing job history
- You have varied and disconnected work history

Don't use when:

- Your job functions have been limited
- Skills and experiences are not relevant for the job you are pursuing
- Your work history in all in one field or industry

*FACT: An employer spends 10 – 15 seconds reading a resume.*

*Make yours stand out!*

## ACTION VERBS

The key to writing descriptive phrases/bullet points

Achieved	Built	Coordinated	Expanded	Maintained	Prepared	Solved
Adapted	Benchmarked	Demonstrated	Explained	Moderated	Produced	Studied
Aided	Balanced	Designed	Formalized	Motivated	Processed	Summarized
Allocated	Briefed	Detected	Formed	Negotiated	Recorded	Supplied
Analyzed	Collaborated	Devised	Gathered	Operated	Reorganized	Supported
Appraised	Collected	Determined	Implemented	Organized	Reviewed	Surveyed
Arranged	Conducted	Discovered	Improved	Oversaw	Represented	Taught
Assessed	Compiled	Distributed	Increased	Ordered	Scheduled	Tested
Assisted	Composed	Documented	Initiated	Participated	Spearheaded	Trained
Attained	Consulted	Edited	Interpreted	Performed	Supervised	Updated
Attended	Contributed	Evaluated	Led	Planned	Solicited	Wrote

## Text-Only or Electronic Resumes FORMATTING REQUIRED!!!

**An eResume is a text-only version of your formatted resume that can be pasted into the body of an email. If you try to send the formatted one in the body of an email it is likely to look jumbled and be difficult to read when opened.**

### When formatting an eResume remember to:

Left justify all text

Convert bullets to asterisks (\*)

Remove boldface, italics or underlines

Change category headings to all caps

Separate sections with white space

Double check the end product by sending it to yourself as a test run

### A good rule of thumb...

**Always read the application instructions thoroughly and then, FOLLOW THEM TO THE LETTER!**

**Whatever the employer wants as far as application documents, that is what you do.**

**Especially pay attention to the application deadline or position closing date so that you get your information submitted on time.**

### Make Your Resume E-mail Ready!

First, make a copy (create a new document) of your existing resume. Give this new document a different name, then make any needed changes (such as some initial reformatting). Next, select the SAVE AS function to save the resume as a *plain text* or *text only* file. You may get a warning about losing your formatting enhancements, but that's okay – *that's what you're trying to do*.

After saving it in text format, close the document, then open the document again. In doing this, you'll find that the formatting enhancements have been stripped from the resume. Bolding, italics, ruling lines and such are gone. In some cases, bullets will automatically turn into asterisks (\*) or dashes (-), but if not, make these replacements yourself.

Finally, you'll want to clean up any extra spaces or awkward gaps caused by tabs. When you're done, your name should be at the top, flush left, with your address, phone and e-mail address stacked underneath.

Regardless of your original format, your categories should be left flush and the body text directly underneath. You can add one hard return between paragraphs that are not separated, but if you add more returns, they won't "hold" and may cause problems later... so don't doctor things up too much. To check your changes, simply save the document, exit and open again to review the results.

Before e-mailing this resume, it's a good idea to check and see how it holds up. To do this, send the document to yourself, print it out and see what it looks like. In most cases, some additional clean-up will be needed before it's ready to use.

(Source: <http://www.reslady.com/electronic.html>)

## Chrono-Functional Resumes: Creating the summary of experience headings

The key to choosing a functional heading is to break down the job description into parts. If the job you are applying for requires leadership, organization, and customer service you would then want to highlight those skills as functional headings. If the position requires certifications, patient care, and field experience you would want to highlight those items.

Under each heading you sell yourself by creating bullet point phrases that start with action verbs and include descriptors that explain your skill level, experience and ability under each heading. Under most headings it is not acceptable to simply put one word or vague sentences to define your qualifications. Think concise detail!

The key is to help the employer comprehend what your transferrable skills and experiences are and how they connect to the position to which you are applying.

### Examples: Good and Bad

#### **Sales Experience** (heading)

*Bad example bullet point*

- Sold vehicles

*Good example bullet point*

- Exceeded monthly sales goals resulting in increased department revenue

#### **Leadership Skills** (heading)

*Bad example bullet point*

- In charge of 15 people

*Good example bullet point*

- Increased shift productivity while serving as team lead for twenty-five employees at South Gate Medical Center

**Make an appointment with Career Services for a Resume Review. We can look over your resume to be sure that it will do it's job of getting you the interview!**

**Call us today!**

### SUMMARY OF EXPERIENCE HEADINGS

#### Options or Examples

**The words “skills” or “experience” can be interchanged depending on what you are trying to highlight—hard skills or soft skills. Use what sounds best to you.**

Leadership Skills

Communication Skills

Areas of Expertise

Teaching Experience

Customer Service Experience

Recruiting Skills

Technical Skills

Career Highlights

Marketing Experience

Patient Care Skills

Supervision Experience

Office Skills/Experience

Field Experience

Administrative Skills

Project Management

Organizational Skills

Event Management

Achievements

Sales Experience

Internship Experience

Honors

Clinical Experience

Publications

Computer Competencies

Research Skills

Publications

Technical Skills

Financial Skills

**Example: Chronological**

*Descriptive bullet point phrases would be added for each job listed.*

**SUSAN B. HOPEFUL**  
13 Hereicome Drive  
Greeley, CO 00000  
(970) 111-2222

**EDUCATION:**

*Associate of Arts, Liberal Arts* 2000  
Aims Community College, Greeley, CO  
*High School Diploma* 1997  
Greeley Central High School, Greeley, CO

**WORK HISTORY:**

**Student Planning Council Coordinator** 2007 – 2008  
Aims Community College, Greeley, Colorado  
**Evening Supervisor** 1998 – 2008  
Greeley Department Store, Greeley, Colorado  
**Shift Manager** 1995 – 1998  
Electronics R Us, Loveland, Colorado  
**Server** 1993 – 1995  
Fancy Restaurant, Loveland, Colorado

**VOLUNTEER POSITIONS**

**Big Sisters Mentor** 2005 – Present  
**Special Olympics Volunteer** 2002  
**Habitat for Humanity Volunteer, Summers** 2001-2003

**REFERENCES: (3 – 4 references standard, ok if on 2<sup>nd</sup> page)**

**Joe Lewis, Supervising Manager**  
Greeley Department Store  
123 Main Street  
Greeley, CO 80631  
970-123-4567

**Example: Chrono-Functional/Combination**

**SUSAN B. HOPEFUL**  
13 Hereicome Drive  
Greeley, CO 00000  
(970) 111-2222  
[s.hopeful@aol.com](mailto:s.hopeful@aol.com)

**QUALIFICATIONS:**

- Motivated, results-oriented team player
- Demonstrated strong organizational skills and attention to detail
- Proficient in English and Spanish both written and verbal

**CUSTOMER SERVICE EXPERIENCE:**

- Handled customer inquiries and complaints in professional manner
- Approached difficult issues/feedback with positivity and compassion
- Developed new systems for managing client files and records

**SUPERVISION/MANAGEMENT SKILLS:**

- Provided leadership for staff team during evening shifts
- Created and maintained schedules on a weekly basis
- Demonstrated willingness to make decisions and delegate duties

**WORK HISTORY:**

**Evening Supervisor** 1998 – present  
Greeley Department Store, Greeley, Colorado  
**Shift Manager** 1995 – 1998  
Electronics R Us, Loveland, Colorado

**EDUCATION:**

*Associate of Arts, Liberal Arts* 1999  
Aims Community College, Greeley, CO  
*High School Diploma* 1997  
Greeley Central High School, Greeley, CO

**REFERENCES: (3 – 4 references standard, ok if on 2<sup>nd</sup> page)**

**Joe Lewis, Supervising Manager**  
Greeley Department Store  
123 Main Street  
Greeley, CO 80631  
970-123-4567

Resume writing is a SKILL that we have to learn how to do well.

WORKSHEET

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Legal Name

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Street Address

---

City, State, Zip

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Phone with area code

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Professional email

**QUALIFICATIONS** (3 to 5 bulleted statements highlighting your general transferrable skills)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Summary of Experience Heading** \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Summary of Experience Heading** \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**EMPLOYMENT HISTORY**

<b>Job Title</b>	<b>Dates employed</b>
Name of Organization, City, State	

**EDUCATIONAL BACKGROUND**

<i>Name of degree/certificate/license</i>	<b>Dates graduated</b>
Name of granting institution, City, State	

**REFERENCES**

**First/Last Name, Relationship to you**  
Name of Organization, Job Title  
Full street address  
City, State Zip  
Phone  
Email

*\*Note: it is OK to have a resume that is more than 1 page, especially if you are transitioning or have been in the workforce for a while. Just be sure that sections are not broken up by page breaks.*