

**Module: Writing**

**Lesson Title: Writing a Professional Resume**

**Standards**

Florida Adult Basic Education Reading Standards	Level Expectation
Use technology, including the Internet, to produce and publish writing, and to interact and collaborate with others (CCR.WR.ABE.6).	NRS LEVEL 3 - With some guidance and support, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting. Produce a one page resume. (CCR.WR.ABE.6.3a)

**Interpreting the Standard**

1 Standards	2 Skills Included in the Standard	3 Concepts Included in the Standard	4 Through a Particular Context	5 Cognitive Demand/Levels of Thinking	6 Sample Activity
Use technology, including the Internet, to produce and publish writing, and to interact and collaborate with others (CCR.WR.ABE.6).	use  produce and publish	technology  writing sample	real-world task of crafting a resume	DOK 4	Students will produce a professional resume using the steps of the writing process: planning, drafting, revising, editing and publishing utilizing an online program e.g., <i>Microsoft Word</i> .

**Objectives of the Lesson**

Students will:

- Draft, revise, edit, and publish a professional resume using *Microsoft Word*

**Materials**

- PowerPoint on *Writing a Professional Resume*

- Computer access with *Microsoft Word*
- Resume Writing Tutorial - <http://www.gcflearnfree.org/resumewriting>
- Free Resume Builder, such as: Get Noticed First  
[http://www.getnoticedfirst.com/new\\_GNF/index.cfm](http://www.getnoticedfirst.com/new_GNF/index.cfm)
- Handout: List of a Variety of Work Skills
- Handout: Resume Template Entry Level
- Handout: Sample Resume Template – No Work Experience
- Handout: Samples of Resume Objectives
- Handout: Resume Planning Sheet
- Handout: Resume Checklist
- Handout: Resume Peer Editing Checklist

## Instructional Plan

### Overview

In this lesson, students will utilize the writing process to draft, revise, edit, and publish a professional resume using *Microsoft Word*.

### Process

The teacher can use the PowerPoint on *Writing a Professional Resume* to review with students the purpose and steps of writing a professional resume. Students will use the Steps of the Writing Process to write their professional resumes: plan, draft, revise, edit and publish.

Students will be able to use a resume builder or *Microsoft Word* to build their resume. Students will have a **Resume Planning Sheet** they can utilize to collect and gather the necessary information for their resume. They will also have additional resources available e.g., **List of a Variety of Work Skills**, two resume templates (no work experience and entry level) and a **Resume Editing Checklist** <http://gettingthejob.wikispaces.com/file/view/Resume+Checklist.pdf> to assist them in revising and editing their own drafts or they can engage in peer editing and use the **Resume Peer Editing Checklist**.

Once students have revised and edited their drafts, they can publish their final copy using *Microsoft Word*.

The teacher can use the **Amherst Career Center Resume Rubric** handout to provide feedback to students on their resumes.

If more background information or scaffolding is needed the teacher can use the *Resume Writing Tutorial* located on <http://www.gcflearnfree.org/resumewriting> to provide students with a review. The tutorial includes the following:

### Developing Your Resume

1. Why You need a Resume
2. Resume Formats – Choosing the Right One
3. Resume Tips and Strategies

### Including the Right Information

4. Contact Information
5. Objectives, Summaries or Professional Profiles
6. Employment History
7. Educational Information
8. Additional Information & References

### Using Your Resume Online

9. Preparing Your Resume for the Internet

### Extras

- Gallery of Sample Resumes
- Create a Cyber-Safe Resume
- Resume Resources
- Quiz

### *Sample Debriefing Questions*

- What is the purpose for writing a professional resume?
- Who is the audience?
- How will you organize the information and prepare to plan your writing?
- Did you use vocabulary that is appropriate for the purpose and the audience?
- Is your writing free of writing convention errors?
- Does your writing meet the needs of your audience?
- Does your writing achieve your purpose?
- How can the Internet serve as a tool for production, publication, and collaboration?
- How will your writing be easily updated? What software will you use to create this document?

### **Modifications for Different Levels**

If more background information and/or scaffolding is needed the teacher can use the Resume Writing Tutorial located on <http://www.gcflearnfree.org/resumewriting> to provide students with a review.

### **Assessments/Extensions**

Provide students with an extension activity and opportunity to draft, revise, edit and publish a cover letter to accompany their professional resume. Students will also be required to create the cover letter using *Microsoft Word*.

## List of a Variety of Work Skills

- Bilingual, English/.....
- Strong leadership qualities
- Detailed and organized worker
- Competitive and creative
- Able to work independently
- Excellent interpersonal skills
- Strong communication skills
- Ability to think quickly
- Ability to work well with others
- Successful handling difficult clients
- Customer Service skills
- Able to follow directions
- Capable of working in a fast paced environment
- Able to handle multiple tasks in a timely manner
- Fast and efficient while maintaining attention to details
- Hard working and reliable
- Highly motivated team player
- Skillful in the use of.....
- Proficient in.....
- Experience in answering inquiries and obtaining information from general public, customers, visitors and other parties
- Ability to manage many task and responsibilities simultaneously and effectively
- Money handling skills
- Experience in interacting with customers
- Skillful in handling and solving complaints
- Fast learner, self motivated and dependable
- Strong planning, decision making, and problem solving skills
- Knowledgeable in Microsoft Office applications and Internet
- Loyal, honest and hard working
- Always on time for work
- Strong organizational skills

- Strong sense of discipline
- Good critical thinking skills
- Ability to quickly work with numbers
- Ability to relay technical data to non technical work colleagues
- Problem solving
- Critical thinking
- Able to work as part of a team
- Ability to promote change
- Organizational skills
- Able to develop ideas
- Exceptional listener and communicator
- Highly analytical thinking skills
- Computer-literate performer
- Software proficiency covering wide variety of applications.
- Flexible team player
- Great interpersonal skills
- Goal-driven leader who motivates, employees to meet high performance standards
- Cultural sensitivity and ability to understand a diverse workforce in multicultural settings
- Planning and organizational skills with a high degree of detail orientation
- Problem-solver who can generate workable solutions and resolve complaints
- Team player who build trusting relationships with customers and colleagues
- Leadership and business relationship skills
- Highly adaptable, positive and flexible risk-taker open to new ideas
- Productive worker with solid work ethic
- Dependable and responsible worker
- Loyal and dedicated worker
- Energetic worker with good disposition and positive attitude
- Highly organized, dedicated and committed to professionalism
- Confident, hard-working employee committed to achieving excellence
- Takes initiative with minimal supervision
- Enthusiastic to meet challenges and learn new concepts

### **Management Skills:**

- Ability to plan, organize and schedule the activities of staff
- Experience assigning, delegating and directing the work of others
- Knowledge of hiring and firing procedures and regulations
- Ability to set standards and measure production
- Ability to work with people and work under stress
- Ability to travel frequently and work as a team member or independently
- Knowledge of personnel practices, time management and negotiation
- Experience in budgeting, buying and procuring supply items
- Experience in promoting various products
- Ability to lead, oversee and supervise the activities of others
- Skilled at executing and carrying out company directives
- Excellent reasoning abilities
- Skilled at evaluating and training staff
- Skilled at confronting and supporting staff

### **Communication Skills:**

- Ability to organize and reason in a logical manner
- Ability to listen, define, write, explain and interpret ideas and policies
- Excellent listening and reading skills, including proofreading
- Ability to handle precise work and use English correctly
- Ability to work with committees and operate communication systems
- Excellent public speaking and subject knowledge skills
- Good sense of timing and the ability to recognize problems
- Ability to counsel, advise and aid staff and student personnel
- Ability to inform and consult with both staff and customers
- Ability to compose communications that are effective
- Ability to express ideas in easily understandable terms
- Skilled at socializing and tutoring for maximum effect

### **Research Skills:**

- Skilled at developing questions and interviewing
- Ability to synthesize, write, diagnose, collect, and review data
- Ability to work without direction for long hours
- Ability to work on long-term projects
- Ability to utilize Algebra, Statistics and Research design for business
- Ability to research, classify and analyze collected data
- Able to compare and contrast differing viewpoints

- Ability to learn quickly
- Excellent troubleshooting and sorting skills
- Ability to correspond and collaborate with both peers and leaders
- Experience organizing, editing and presenting material
- Ability to conceive of original ideas and new inventions
- Ability to design and create original material
- Ability to make conclusions based on available information
- Experience triggering and mentoring
- 

### **Financial Skills:**

- Ability to calculate, budget and project fiscal balances
- Ability to recognize and solve problems
- Excellent finger dexterity
- Ability to concentrate and handle detailed work
- Ability to work under stress
- Knowledge of orderly thinking and accounting procedures
- Data processing, financial concepts, and investment skills
- Ability to operate business machines
- Capable of ranking, sorting, averaging, counting and analyzing data
- Ability to handle money and create budgets
- Ability to compare, estimate, economize and perform math functions
- Ability to reconcile and balance statements
- Skilled at working with numbers and solving equations
- Ability to evaluate financial scenarios

### **Manual Skills:**

- Skilled at operating, controlling, driving, and setting up equipment
- Ability to cut materials, do precise machine work as well as heavy work
- Ability to work on an assembly line, with a team or independently
- Knowledge of tools, safety rules, mechanics, plumbing and electronics
- Ability to prioritize and learn quickly
- Ability to apply strength to move, lift, push or pull objects
- Excellent hand-eye coordination
- Ability to use both hand and power tools
- Ability to troubleshoot problems and construct solutions
- Skilled at sorting, loading and unloading
- Skilled at teaching, training and instructing staff
- Skilled at adjusting, fitting, balancing and carrying objects

- Skilled at fabricating and repairing objects
- Skilled at building, restoring and producing quality final products
- Ability to turn, pump, drill, make, transport and deliver objects
- Skilled at landscaping

### **Service Skills:**

- Experience counseling, leading, coordinating and listening to clients
- Ability to work under stress and respond to emergencies
- Ability to work under hazardous conditions
- Knowledge of human behavior principles
- Knowledge of community resources
- Specific knowledge of .....
- Experience encouraging, supervising, negotiating and consulting
- Experience merchandising, reconciling, teaching and instructing
- Skilled at cooperating and entertaining
- Skilled at organizing, directing and managing volunteers

### **Clerical Skills:**

- Aptitude for examining, evaluating, improving and developing methods.
- Excellent filing, bookkeeping, recording and computational skills.
- Ability to improve and recommend changes and policies.
- Ability to work as a team member and follow directions.
- Ability to perform routine office work using basic clerical skills.
- Ability to work in an office with data entry operations.
- Ability to exercise proper telephone protocol.
  
- Ability to handle money correctly.
- Ability to use correct grammar and punctuation.
- Skilled at computing, compiling, tabulating, charting, reviewing & supporting data and conclusions derived therefrom.
- Ability to take notes and organize information.
- Skilled at labeling, preparing, parsing, copying and mentoring.
- Skilled at prioritizing, editing, translating and implementing ideas.

### **Technical Skills:**

- Ability to research and procure financing.
- Skilled at calculating and evaluating data.
- Skilled at adjusting controls and aligning fixtures.



- Ability to follow specifications and observe indicators.
- Capable of verifying, designing and drafting various drawings.
- Able to work inside or outside, long odd hours, and in small studios.
- Knowledge of economic, investigation and balancing principles.
- Ability to prioritize, learn, demonstrate, correspond, and sort priorities.
- Ability to plan, measure, weigh, sell, program, or repair equipment.
- Ability to develop and train staff.
- Skilled at adjusting and repairing machines.
- Skilled at triggering, building inspecting and testing materials.
- Skilled at mentoring and selling.

### **Public Relations Skills:**

- Ability to plan and conduct various kinds of meetings.
- Ability to maintain a favorable image and inform the public.
- Ability to consult and write news releases.
- Capable of researching and representing businesses.
- Ability to work very long and odd hours, under stress and with people.
- Excellent knowledge of negotiating principles and the media process.
- Excellent interpersonal skills and knowledge of human relations.
- Capable of original thinking and logical reasoning.
- Skilled at composing, editing, expressing and presenting information.
- Ability to unite and mentor groups.
- Skilled at announcing, stating and disclosing information.
- Skilled at socializing, marketing, convincing and relating to the public.
- Ability to explain and clarify information.

### **Agricultural Skills:**

- Ability to visualize and diagnose malfunctions and maintain machinery.
- Capable of repairing engines and replacing defective parts.
- Capable of packing, hitching, doing heavy work and manual work.
- Experienced in constructing buildings and woodworking.
- Able to work outdoors and in varied climates.
- Ability to operate basic machinery while maintaining all safety rules.
- Skilled at welding and in all horticultural procedures.
- Skilled at balancing, carrying, adjusting and fitting parts together.
- Skilled at repairing, building, disking, tilling and growing.
- Skilled at working with natural resources and mentoring.
- Skilled at cutting, spraying, inspecting and drilling.
- Skilled at landscaping and ranching.
- Skilled at raising and training animals.
- Skilled at loading and unloading materials.
- Skilled at using hand & power tools while applying strength to farming.
- Ability to drive tractors, cars & trucks to tend to plants and animals.

- Skilled at planting, cultivating, harvesting and grounds keeping.
- Skilled at measuring, weighing and executing.
- Skilled at working with numbers.

### **Selling Skills:**

- Ability to contact, inform and persuade buyers.
- Experienced at reviewing and inspecting products.
- Skilled at determining value and promoting sales.
- Ability to work indoors or outdoors, with people or under stress.
- Ability to work long hours and excellent knowledge of products.
- Excellent human relations skills.
- Knowledge of financing and budgeting.
- Skilled at inspiring and bargaining with others.
- Skilled at listening, influencing and speaking clearly.
- Skilled at demonstrating, promoting and marketing products.
- Skilled at merchandising, convincing, motivating, clarifying & explaining.
- Skilled at organizing, carrying out and executing instructions.

### **Maintenance Skills:**

- Ability to dismantle, repair and maintain equipment.
- Skilled at operating tools and removing parts.
- Skilled at adjusting functional parts.
- Ability to clean, lubricate order and purchase parts.
- Ability to climb and work indoors or outdoors.
- Ability to lift heavy equipment and work as a team member.
- Knowledge of basic mechanics, electrical and plumbing principles.
- Skilled at balancing, carrying, adjusting, fitting, drilling & building.
- Skilled at inspecting, testing, transporting & delivering.
- Skilled at forming, cutting, installing, replacing, operating, oiling, lubricating, tending, joining, bending, assembling and disassembling.
- Ability to prioritize and learn quickly.
- Ability to apply strength and operate machines.
- Ability to use hand and power tools.
- Skilled at grounds keeping, constructing and measuring.
- Skilled at weighing, organizing and executing.

<p><b>Resume Planning Worksheet - Traditional Resume</b></p> <p>Identifying information:</p> <hr/> <p>first name, middle initial, last name</p> <hr/> <p>current address, telephone number, e-mail address</p> <hr/> <p>permanent address, telephone number, e-mail address</p> <p><b>OBJECTIVE</b></p> <hr/> <p><i>A (An) x position utilizing my x, y, and z skills OR A position in x that would benefit from my x and y experience</i></p> <p><b>EDUCATION</b></p> <hr/> <p>college, city, state</p> <hr/> <p>degree, month, year to be received</p> <hr/> <p>major(s), minor(s), concentration(s)</p> <hr/> <p>grade point average (if above a 3.0)</p> <hr/> <p>related course work (maximum of 6 classes; only if applicable to objective)</p> <p><b>EXPERIENCE (volunteer or paid. List most recent experience first.)</b></p> <hr/> <p>title, name of organization, city, state, and dates of employment</p> <hr/> <p>leading with an action verb, describe what you did at the organization</p> <hr/> <p>describe another responsibility or duty</p> <hr/> <p>describe another responsibility or duty</p> <hr/> <p>describe another responsibility or duty</p> <p style="text-align: right;">(over)</p>
---

title, name of organization, city, state, and dates of employment
leading with an action verb, describe what you did at the organization
describe another responsibility or duty
describe another responsibility or duty
title, name of organization, city, state, and dates of employment
leading with an action verb, describe what you did at the organization
describe another responsibility or duty
describe another responsibility or duty
<b>SKILLS (specify computer languages or special skills, including working knowledge, proficiency, or fluency in languages other than English)</b>
<b>ACTIVITIES (list leadership positions, memberships or affiliations)</b>
name of organization, title or position (if applicable)
name of organization, title or position (if applicable)
name of organization, title or position (if applicable)
<b>HONORS AND AWARDS (if listing awards, tell the employer what the award was for)</b>
name of honor or award, date received

### Resume Editing Checklist

	YES	NO
<b>HEADING</b>		
Does your heading include your full name, address, phone number with area code and email address?		
Is the first letter of your first and last name bigger than the other letters?		
Does the address include: Number, Street or Avenue, Apartment Number, City, State, and Zip Code Example: 2331 First Ave., Apt. 6B OR 5778 76 <sup>th</sup> St., #2R New York, NY 10016 North Bergen, NJ 07029		
Is your phone number formatted with (1) the area code in brackets, (2) one space after the second bracket, and (3) a dash between the first three and last four digits of the telephone number (no spaces)? Example: (917) 123-4567		
Is your email address professional sounding?		
Have you broken all hyperlinks?		
Is your heading easy to read and professional?		
Does your heading stand out from the rest of your resume?		
<b>EDUCATION</b>		
Have you listed your education in reverse chronological order?		
Did you list (1) the institution's full name (or translation), (2) the city and state, (3) the degree you received, (4) the major, concentration, or specialization, and (5) the month and year you graduated? Example: Baruch College – City University of New York, <i>New York, NY</i> June 2006 Bachelor of Science, Business Communication Major with a specialization in Corporate Communication		
Did you include your GPA or whether you graduated with honors (if applicable)?		
Did you list any relevant projects you participated in?		
If you expect to graduate in the future, did you put the word "Expected" before the date? Example: Baruch College – City University of New York, <i>New York, NY</i> Expected June 2009 Bachelor of Science, Business Communication Major with a specialization in Corporate Communication		
Are all dates flush right (or right justified)?		
<b>PROFESSIONAL EXPERIENCE</b>		
Did you list your professional experience in reverse chronological order?		
Did you include (1) the company, (2) the position), (3) the city and state, and (4) the start date and the end date with <i>both</i> the month and year?		
If you have space, are the names of the months written out (not abbreviated)?		
Are all dates flush right (or right justified)?		
Did you list out your responsibilities in bulleted form?		
Did you begin almost all bullets with an action verb?		
Are your past responsibilities in the past tense and your present responsibilities in the present tense?		
Do your responsibilities reflect the responsibilities of the position you want to get?		

Have you used key words?		
Have you avoided using the word "I"?		
Have you avoided overly short or long phrases (especially using paragraph form)?		
Are your bullet points easy to understand?		
Have you avoided using a lot of abbreviations and acronyms?		
<b>OTHER CATEGORIES</b>		
Did you include all languages that you speak, read, and/or write?		
Have you included all the computer skills you have (including programs, software, hardware, etc.)?		
Have you mentioned any relevant awards and/or honors?		
Have you mentioned any activities, volunteer work, and/or community involvement?		
Have you mentioned if you were an officer in any clubs and/or organizations?		
Have you mentioned any hobbies and/or interests you have?		
<b>FORMAT</b>		
Is your resume well-balanced across the page?		
Do all the major headings stand out easily?		
Have you used no more than 2 fonts?		
Have you utilized bolding, italics, underlining, bullet points, lines, and symbols to show emphasis and organization?		
Is there 1 space after each comma or semicolon?		
Are there two spaces after each period that ends a sentence?		
Have you used periods only after complete sentences (NOT after phrases)?		
Are you consistent in the way you formatted your entire resume?		
Did you save your resume in Word 97-2003 or an earlier version of Word (NOT in Word Vista)?		
Is your final copy printed on bond paper?		
<b>ACCURACY</b>		
Have you run "spelling AND grammar check" on your resume?		
Is your resume free of ALL spelling errors?		
Is your resume free of ALL grammatical errors?		
Have at least two other people (besides the professor) looked over your resume?		

Your Name: \_\_\_\_\_ Partner's Name: \_\_\_\_\_

### Resume Peer Editing Checklist

**Directions:** Exchange resume drafts with your partner. Complete the peer editing checklist based on their draft, and be sure to discuss your comments with them, and try to explain how they might make themselves stand out more as a job applicant.

#### Does this resume include...

- |  |                  |         |
|--|------------------|---------|
| • Full, formal name at the top, in a large font?   | Yes              | No      |
| • Contact information? (Circle all that apply.)  | Phone            | Address |
|  | Email            | Address |
| • A professional-looking email address?  | Yes              | No      |
| • An objective that begins with an infinitive phrase (To <u>verb</u> )?  | Yes              | No      |
| • Appropriate and accurate information about education?  | Yes              | No      |
| • Thorough work/other experience?  | Yes              | No      |
| ○ If nothing is listed, talk to your peer to help them come up with something.   |                  |         |
| • A list of activities or jobs performed under each listing of experience?   | Yes              | No      |
| ○ Does each activity/job performed begin with an <b>active verb</b> ?  | Yes              | No      |
| ○ Are there equal numbers of activities/jobs performed for each job?   | Yes              | No      |
| ○ Give a suggestion for improving the wording of the activities/jobs performed on the rough draft.                                 |                  |         |
| • A completed section with related skills or extracurricular activities?   | Yes              | No      |
| • Dates involved by each job, experience, or extracurricular activity?   | Yes              | No      |
| • Awards/honors (and dates received) included?   | Yes              | No      |
|  | Yes – No dates   |         |
| • Non-family/friend references listed on a separate sheet?   | Yes              | No      |
| ○ Do the references have titles and contact information?   | Yes              | No      |
|  | Yes – 1 of the 2 |         |
| • Absolutely PERFECT spelling and grammar?   | Yes              | No      |
| ○ Identify errors on resume:   |                  |         |
| ○ Give a suggestion for making the formatting of the resume more appealing and/or easier for someone to read and find information: |                  |         |

If you were an employer, what would appeal to you about this resume (what are its strengths)?

If you were an employer, what about this resume would give you doubts about the applicant (what are its weaknesses)?

**Now, please pass the resume and this sheet back to the writer, and discuss the peer editing section you just filled out.**

After discussing with your partner, what are some changes you are going to make to your resume?

- 
- 
- 
- 
- 
- 

**\*Remember – if you need help adding ACTIVE VERBS to your lists of activities/jobs performed (under each experience), use this website: [http://www.quintcareers.com/action\\_alpha.html](http://www.quintcareers.com/action_alpha.html)**

Adapted from: [www.berkleyschools.org](http://www.berkleyschools.org)



### Amherst Career Center Resume Rubric

Name:		Reviewer:	
Please indicate the target for this resume: (e.g. career field, specific internship/job posting, graduate program, etc.)			Date:
CRITERIA	EXCELLENT (3)	AVERAGE (2)	UNACCEPTABLE (1)
<b>Style, Appearance, &amp; Tone</b> <i>Goal: To ensure your strengths are highlighted for your specific audience and that the resume is polished &amp; easy to read.</i> <i>Comments:</i>  <b>Score: 3 2 1</b>	<ul style="list-style-type: none"> <li>Fills one page without overcrowding</li> <li>Margins are acceptable</li> <li>Font style &amp; size is readable</li> <li>Formatting is consistent</li> <li>Relevant info appears on the top 1/3 of the page</li> <li>Section headings reflect content &amp; content substantiates headings (section titles &amp; descriptions are relevant to targeted opportunity)</li> <li>Resume is targeted to internship, job or program</li> </ul>	<ul style="list-style-type: none"> <li>Page appears crowded, but doesn't exceed one page</li> <li>Less than two formatting errors</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds one page</li> <li>Does not fill majority of one page</li> <li>Margins are less than 1/2 inch or more than 1 inch</li> <li>Font style is unreadable</li> <li>Text size is not between 10 and 12</li> </ul>
<b>Grammar, Spelling, &amp; Punctuation</b> <i>Goal: To ensure your resume is polished.</i> <i>Comments:</i>  <b>Score: 3 2 1</b>	<ul style="list-style-type: none"> <li>Error-free spelling</li> <li>Error-free punctuation</li> <li>Error-free spacing</li> <li>Grammar is appropriate (e.g. verb tense, pronouns)</li> </ul>	<ul style="list-style-type: none"> <li>Contains 1-2 minor errors (punctuation or spacing)</li> <li>Has a pattern of a single error (e.g. some bullets have periods, some do not)</li> </ul>	<ul style="list-style-type: none"> <li>Resume contains 3 or more individual errors</li> <li>Has a pattern of 2 or more of the same type of error</li> </ul>
<b>Contact Information</b> <i>Goal: To ensure a reviewer can easily reach you.</i> <i>Comments:</i>  <b>Score: 3 2 1</b>	<ul style="list-style-type: none"> <li>Includes name, address, email, phone</li> <li>Name stands out on the resume</li> <li>Provides professional email</li> </ul>	<ul style="list-style-type: none"> <li>Name does not stand out</li> <li>Email used is too casual</li> </ul>	<ul style="list-style-type: none"> <li>Missing name, email, address, email, or phone number</li> <li>Email used is inappropriate or unprofessional</li> </ul>
<b>Education Section</b> <i>Goal: To convey academic qualifications and training.</i> <i>Comments:</i>  <b>Score: 3 2 1</b>	<ul style="list-style-type: none"> <li>Entries are in reverse chronological order</li> <li>Degree is spelled out</li> <li>Major(s) (if declared) and graduation month/year are indicated</li> <li>Course work listed is relevant</li> <li>Each institution includes name, location, &amp; dates</li> <li>If listed, GPA is in correct format</li> <li>Relevance of study abroad, research, &amp; honors is revealed</li> </ul>	<ul style="list-style-type: none"> <li>Degree is abbreviated (BA)</li> </ul>	<ul style="list-style-type: none"> <li>Entries are not in reverse chronological order</li> <li>Degree listed is something other than "Bachelor of Arts"</li> <li>Missing declared major(s)</li> <li>Entry is missing details (name, location, dates)</li> <li>Irrelevant or outdated high school info is listed</li> <li>If listed GPA is not in correct format</li> <li>Relevance of study abroad, research, &amp; honors is not revealed</li> </ul>
<b>Experience Section(s)</b> <i>Goal: To contextualize your skills &amp; qualifications, showing relevance to the position desired.</i> <i>Comments:</i>  <b>Score: 3 2 1</b>	<ul style="list-style-type: none"> <li>Entries are in reverse chronological order</li> <li>Organization name, position title, location, &amp; dates are included</li> <li>Bullets begin with strong action verbs and are in correct verb tense</li> <li>Personal pronouns and extraneous words are omitted</li> <li>Bullets are concise, direct, &amp; indicate one's impact/accomplishments</li> <li>Results are quantified</li> <li>Bullets are listed in order of importance</li> </ul>	<ul style="list-style-type: none"> <li>Entries are in reverse chronological order</li> <li>Entries have a pattern of one type of error (e.g. locations are omitted)</li> <li>Action verbs are weak</li> <li>Verb tense is incorrect for 1 entry</li> <li>Bullets are not concise or direct and do not indicate impact</li> <li>Bullets are written in complete sentences</li> </ul>	<ul style="list-style-type: none"> <li>Entries are not in reverse chronological order</li> <li>3 or more entries do not include organization name, dates, position title, or location</li> <li>Bullets are written in complete sentences</li> <li>Verb tense is incorrect for 2 or more entries</li> <li>Bullets are wordy, vague, or do not indicate one's impact</li> <li>Bullets are not listed in order of importance to the reader</li> <li>Results are not quantified when appropriate</li> <li>Irrelevant or outdated information is listed</li> </ul>
<b>Skills &amp; Interests</b> <i>Goal: To reveal relevant or interesting information that does not appear elsewhere on the resume.</i> <i>Comments:</i>  <b>Score: 3 2 1</b>	<ul style="list-style-type: none"> <li>Listings are relevant to the reader</li> <li>Listings are concise</li> <li>Level of proficiency is indicated for language or computer skills</li> </ul>		<ul style="list-style-type: none"> <li>Items are wordy</li> <li>Items are vague or irrelevant</li> <li>Level of proficiency is not indicated for language or computer skills</li> </ul>

Retrieved from the World Wide Web at:

<https://www.amherst.edu/media/view/299600/original/ASIP%2BRubric%2Bfor%2BCover%2BLetters%2Band%2BResumes.pdf>

## Sample Resume - No Work Experience

FirstName LastName  
6 Pine Street, Miami, FL 12345  
home: 305.555.5555  
cell: 786.888.8888  
email: resumerus@email.net

### Education

**Miami High School, Miami, Florida**  
2002 - 2006

### Experience

**Pet Sitter**  
2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

**Child Care**  
2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

### Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

### Volunteer Experience

- Big Brother / Big Sisters
- Miami Literacy Program
- Run for Life

### Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

### Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

*Adapted by MDCPS Division of Adult & Workforce Education*

## Resume Template - Entry Level

First Name Last Name  
1234 S.W. 56 Street  
Miami, FL 12345  
home: 305-555-5555  
cell: 786-888-8888  
email: resumerus@email.net

### Education

Name of college/university, Name of degree

Example: Florida International University, B.A. in Psychology

List any awards or honors received

### Experience

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements. If you have completed internships, it's fine to include them in the experience section of your resume. You can also list summer jobs.

#### Company #1

City, State

Dates Worked

#### Job Title

- Responsibilities / Achievements
- Responsibilities / Achievements

#### Company #2

City, State

Dates Worked

#### Job Title

- Responsibilities / Achievements
- Responsibilities / Achievements

### Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

## Samples of Resume Objectives

### Accounting/Finance

- Seeking a position in the accounting field where excellent analytical and technical skills can be utilized to improve the company's profitability
- A position in data entry and/or accounting where skills in spreadsheet development and troubleshooting can improve efficiency and enhance profitability
- (Student/Entry Level) A position in the field of accounting leading to managerial responsibilities

### Administrative Support

- Seeking an Administrative Assistant position with a company that will allow me to fully utilize my communication, organizational, and problem solving skills
- Seeking a Secretarial/Bookkeeping position in which I can utilize my extensive office management, communication, and accounting skills to benefit the organization

### Computer Technology

- (Student/Entry Level) A Programmer/Analyst position which will provide me with the opportunity to develop skills in software design
- Seeking a design engineer position with emphasis on solid modeling
- Seeking a position which will allow me to utilize my network administrator skills in a NT/Novell environment interoperating with WAN/LAN connectivity

### Education

- Seeking a position as a(n) (English) Teacher at the Secondary School level
- To obtain a position as an Elementary School Teacher in which a strong dedication to the total development of children and a high degree of enthusiasm can be fully utilized

### Engineering and Technology

- (Student Entry Level) - To obtain a position as an Electronics Technician
- A position in the field of (Electrical Engineering) with an emphasis on (aviation electronic systems)
- A position as Electrician, which will utilize my technical training and benefit from my experience with (lighting and sound systems back-stage electrical equipment)
- A position in (commercial diving industry) where knowledge of (construction), a high mechanical aptitude, and unyielding commitment to safety can effectively contribute to the successful and profitable operation of the firm

### General

- Seeking a \_\_\_\_\_ position with a company which will require me to utilize my skills, abilities and experience in the \_\_\_\_\_ field to ensure the company's success
- (Student Entry Level) To obtain a position in the \_\_\_\_\_ field where I can utilize my work experience and education to improve company's operation
- (Student Entry Level) To obtain a position as a \_\_\_\_\_ in a \_\_\_\_\_ company while continuing my education

### Graphic Design

- Seeking a graphic design position in a company where I can utilize my graphic and creative skills to produce a quality product

### Health Care

- Seeking a (nursing) position, which will require me to expand my practical experience while providing quality health care to patients
- To promote and implement the standards of nursing practice as established by the profession
- Seeking an (Occupation Therapist) position that will expand my (education/ skills/knowledge) and utilize it to strengthen the facility's operations
- A position as a (Licensed Practical Nurse) in a Health Care facility where I can utilize my nursing education and training, as well as my interpersonal skills to provide the highest level of care
- A position as a (Licensed Practical Nurse) with a facility that will enable me to represent my employers professionally and provide the highest level of comfort and care to patients
- To obtain a clinical position in a Physical Therapy facility that emphasizes Orthopedics and Sports Medicine

**Human Resources**

- Seeking a Human Resources Management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company
- A position in Personnel or Human Resources Management which will require me to apply my business experience and education to assist the company in the accomplishment of its goals
- A position in the Human Resources field where I can utilize proven people-oriented skills to develop and promote a positive work environment

**Law/Legal Assistant/Paralegal**

- (Student/Entry level) - Seeking a position in which my interest in the law field will be challenged; fostering new career opportunities and enhancing my skills
- (Student/Entry level) - A position in a Law Firm where I will be able to expand my knowledge and gain experience and expertise in the area of \_\_\_\_\_
- A position in a Law Firm where my skills in research, communication, and a passion for law can assist in the protection of the public interest

**Marketing**

- Seeking a marketing position with an organization where demonstrated skills in marketing, administration, and sales can be used to increase profitability and promote growth

**Management**

- To obtain a Management position with a dynamic corporation where I can use my energy and skills to develop, motivate, lead and encourage employee productivity
- Seeking a management position with an organization where I can utilize my skills and experience to improve operations, increase profitability, and enhance growth
- Management responsibility with an organization where demonstrated skills in marketing, administration, and sales can be translated into improved growth and profitability

**Office/Clerical**

- To obtain an Office/Clerical position in which my customer service, bookkeeping, personal, clerical and general office skills will contribute to greater office efficiency and productivity

**Public Relations**

- Seeking a Public Relations position which will require me to integrate my writing skills, advertising campaign and media relations expertise to accomplish the agency's ultimate marketing goals

**Sales**

- (Student/Entry Level) - Sales position where I can utilize my retail sales, cash management, and supervisory skills
- (Student/Entry Level) - A position as a sales management trainee
- Seeking a sales (manager) position with an organization where I will be able to utilize my ability to stimulate and motivate a productive sales force to maximize the company's sales objectives
- A sales position in which I can make a significant contribution to an employer through an increase in sales volume and profit
- To obtain a sales manager position where I can fully utilize my outside sales experience, marketing knowledge, corporate training and sales management skills to increase profits and bolster growth
- Seeking a sales position that will utilize my diverse experience to positively impact company profitability

**Secretary**

- Seeking a Word Processing Secretary position which will require me to utilize my computer knowledge, strong people skills, organizational abilities, and business experience

**Waiter/Waitress**

- To provide prompt and courteous service to the customers of a restaurant, cocktail lounge or club