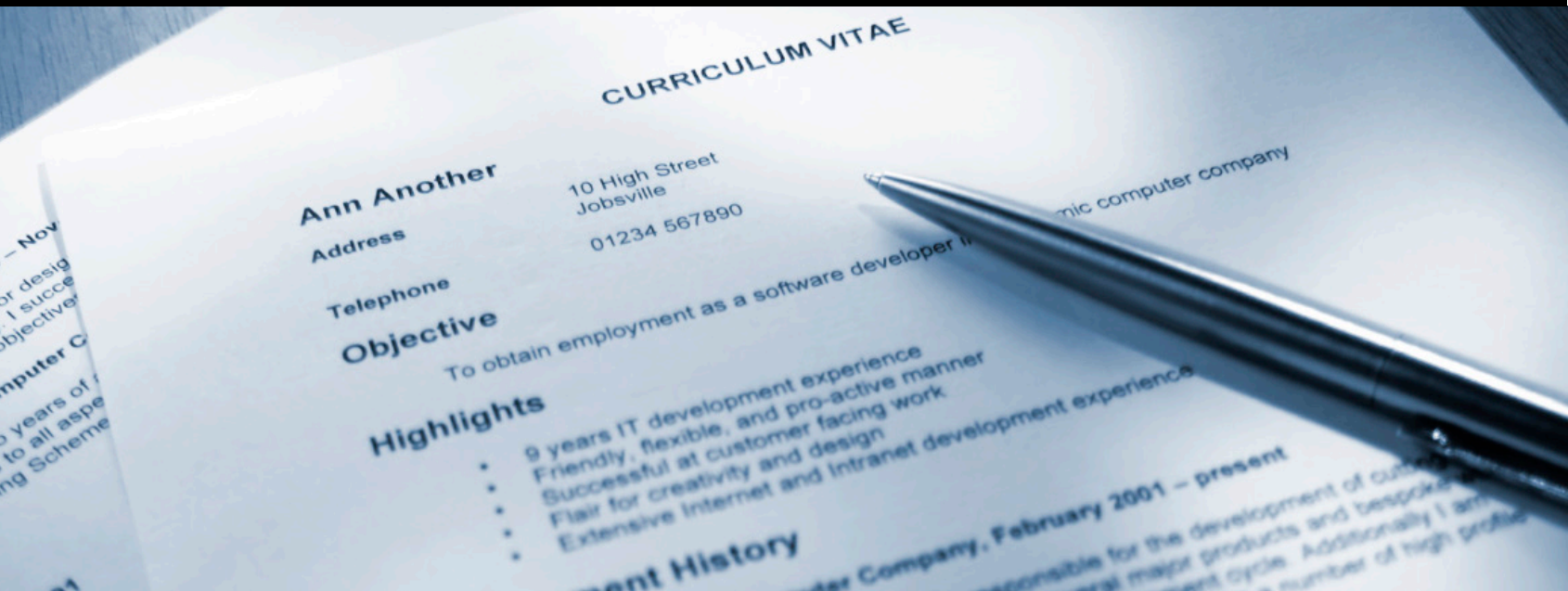


The Resume

Sometimes resumes can be overwhelming. We can help.



The Resume Overview

What is a Professional Resume?

A resume is a word picture of you, a catalog of what you have to offer for a particular job. It gives a simple, well-organized profile of your qualifications. The purpose of the resume is to organize relevant facts about you in a written presentation, while convincing the employer to give you an interview. It is probably the most crucial component of the pre-interview stage of the job search.

When do you need a resume?

- *Internship searching*
- *Job searching*
- *Networking*
- *Career fairs*
- *Job interviews*
- *Graduate school admission*
- *Career fairs*
- *Job interviews*

What to Include in a Resume

The following is a list of information to include in your resume. Some of the information is optional (like special skills and activities), and some is essential (heading, education, employment history).

Heading

- Your full name
- Your address
- Your cell phone number (and business, if you can accept calls at work)
- Your professional e-mail address and website address (like LinkedIn)

Career Objective

First part succinctly identifies target position (by functional area and, optionally, industry sector)

Second part includes key skills/strengths that you will bring to the prospective employer. May have “profile” or “summary” statement instead of objective highlighting areas of expertise; up to 5 lines. An objective should state what you have to offer an employer (such as specific skills, education, experience), not what you hope to gain (salary, experience, benefits, advancement). This section should be tailored to each position for which you apply.

Education

List your degree, major/minor, institutions attended (excluding high school), and graduation date. Academic honors and GPA (anything above a 3.0 is usually worth noting) are optional. Honors may be listed here or in a separate category if they are significant.

Example:

Associate of Applied Business in Computer Support Technology

University of Cincinnati Blue Ash College

May 2014

“ The resume is probably the most crucial component of the pre-interview stage of the job search. ”

Employment

From the following three styles, choose the one that works best for you:

Chronological

List all jobs in reverse chronological order with the most recent job first. Employers generally prefer this format. This style works best when work history is stable.

Functional

List work experience in terms of specific skills you wish to emphasize (such as research, writing, sales) and give important contributions made in each function. Jobs, dates, and titles can be omitted or placed in a very

brief list at the end of the resume. This type is commonly used if you (1) are re-entering the job market or want to apply your skills to a new career, or (2) want to disguise age or employment gaps.

Amplified

An amplified resume combines the chronological and functional formats. It is typically used when you are applying for a job within a field in which you have a substantial amount of work experience or hands-on experience.

Activities

Mention anything that demonstrates the skills you possess that are pertinent to the job objective (leadership, organization). Selectively mention those activities that show you are a well-rounded person (volunteer activities). Avoid listing activities that reveal your political or religious affiliations, unless it is pertinent to the job.

Relevant Course Work

Include this only if unexpected or unusual (ex. include if you completed 30 hours of math as an English major), or if you are applying for a position for which your degree or major does not necessarily equip you. Include any special projects, research, internships, or independent studies.

Special Skills

Include such things as language proficiency, computer background, travel (educationally related), and publications.

Personal

Information such as age, marital status, and health should **never** be included on your resume. You need only to list the information necessary to interest an employer in granting you an interview.

References

The use of “References available upon request” on your resume is usually not necessary anymore; it is inferred that you will have a reference page. References should not be listed directly on the resume.

The purpose of the resume is to organize relevant facts about you in a written presentation, while convincing the employer to give you an interview.

Resume Tips

The appearance and graphics of your resume are almost as important as the content.

- Margins should be 3/4 to 1-inch on all sides; HEADINGS AND TITLES may be all uppercase; **Bold lettering** helps make words stand out. You can also use *italics* and underlining. Pick one or two (not all of them) and use them consistently. Be concise. Most entry-level resumes are one page.
- Avoid the use of personal pronouns such as I, my, we, or clichés.
- Be honest and accurate with the content of your resume.
- Be consistent with fonts and formatting.
- Keep track of your accomplishments and be sure to update your resume on a regular basis.
- Have several people edit and critique for grammar, spelling, and punctuation.
- When submitting your resume electronically, mark the document read-only or convert it to PDF; when printing out your resume, use quality stock paper (preferably a simple white).
- Unless the employer states otherwise, submit your resume along with a strong cover letter.
- No color



resume

Bradley Adams

8895 Sunny Creek Drive
Cincinnati, Ohio 45244
(513) 555-1126
Brad_Adams@hotmail.com

- OBJECTIVE** To provide meaningful learning experiences for children.
- EDUCATION** **Associate of Arts in Pre-Early Childhood Education** December 2013
University of Cincinnati Blue Ash College
• GPA 3.7/4.0, Dean's List
• Member, Phi Theta Kappa, 2009-present
• Treasurer, Student Government, 2009-2010
- EXPERIENCE** **Assistant Teacher** 2012 - present
Cute as a Button Child Care West Chester, OH
• Teach 20 children, ages three to five years
• Prepare lesson curriculum and organize recreational activities in mathematics, science, and social studies
• Evaluate childrens' progress and needs; submit weekly reports
• Communicate child's daily growth to parents and other staff
- Camp Counselor Volunteer** Summers 2009 -2011
Camp Heartland Indian Lake, OH
• Planned and led daily activities for up to 200 children, ages ten to thirteen, yearly
• Developed and implemented special projects and exercises to engage visual, auditory, and kinesthetic learning styles
• Supervised a 35-person computer lab; monitored and reported usage
• Encouraged children to use positive peer support
• Organized parent week with committee
- Sales Representative** 2007-2008
Body Gym Cincinnati, OH
• Sold individual memberships up to \$1,500 daily
• Maintained 3,000 customer records using Microsoft Excel
• Assisted with program registration and tours of groups up to 35 people
• Hired, trained, and scheduled personnel
• Sustained vendor relationships to provide quality products
- LICENSURE** CPR Certification, American Red Cross expires July 2014

John Clarence Thomas

1359 Smyth Road
Cincinnati, OH 45222

513-555-4343
JCThomas@gmail.com

OBJECTIVE

To work as an Office Assistant utilizing administrative and customer service skills.

COMPUTER SKILLS

- Microsoft Access, Excel, PowerPoint, Project, Word
- Windows 2000 to 2010, ME, and XP versions
- AS400/Metro

ADMINISTRATIVE SKILLS

- Type 60 WPM
- Conducted daily consultations with five department supervisors
- Created 10-page monthly newsletters and quarterly news releases
- Monitored and maintained computerized accounts payable and receivable
- Screened and directed up to 150 calls daily on a multi-line phone

CUSTOMER RELATIONS SKILLS

- Greeted, directed, and gave information to 75 - 125 visitors daily
- Assisted with program registration and tours for groups of 5 to 15 people
- Resolved customer concerns and complaints efficiently and effectively
- Solicited funds and volunteers for over 20 special events

ORGANIZATIONAL SKILLS

- Organized and implemented a registration process for 30 programs
- Maintained membership files utilizing Microsoft Office applications
- Planned and conducted activities for geriatric clients
- Trained and supervised 150 part-time staff and volunteers

SPECIAL SKILLS

- Proficiency in reading, writing, and speaking Spanish.

EDUCATION

Associate of Arts in Liberal Arts, May 2013

University of Cincinnati Blue Ash College

- GPA 3.2/4.0
- Relevant Courses: Organizational Behavior and Effective Speaking

ACTIVITIES

- Student Government: Member 2009-2010, Secretary 2010-present
- Business Professionals of America: Member 2009-present
- *The Activist* (student newspaper): Photographer 2009-2010

Jeanette Johnson

223 River Lane
Cincinnati, Ohio 45236

(513) 555-3444
Jeanette_Johnson@email.com

CAREER OBJECTIVE

To work in a challenging position as a laboratory technician.

EDUCATION

Associate of Applied Science, Laboratory Technology: Biotech
University of Cincinnati Blue Ash College
• Member, Phi Theta Kappa: 2011-present

August 2013
Blue Ash, Ohio

PROFESSIONAL ASSOCIATION

Member, American Medical Technologists

2012-present

SUMMARY OF QUALIFICATIONS

Laboratory Expertise

- Conduct chemical analysis of body fluids, including blood, urine, or spinal fluid, to determine presence of normal or abnormal components
- Collect and study data from various biological and ecological sources
- Analyze laboratory findings to check the accuracy of the results

Equipment Proficiency

- Operate spectrophotometers, calorimeters, flame photometers, and computer-controlled analyzers for quantitative and qualitative analysis
- Set up, maintain, calibrate, clean, and test sterility of laboratory equipment
- Perform tissue experiments using electron microscopy

Technical Writing

- Organize, write, and edit detailed reports and research papers
- Write science-oriented stories monthly for *The Bunsen Science Newsletter*
- Designed layout for a three-to-five page section of monthly science newsletter
- Record, analyze, and communicate findings on same-day tests using charts, graphs, or narratives

EMPLOYMENT

Cashier/Customer Service

Seasonal. November 2012-January 2013

Macy's

Cincinnati, Ohio

- Entrusted daily with cash drawer up to \$4,000
- Sold over \$30,000 in merchandise; received bonus for exceptional sales
- Participated in monthly inventory activities

Claims Coder

2010-2011

Financial Mutual

Columbus, Ohio

- Processed claims reports and encoded data to computer system
- Reviewed and revised reinsurance files

CHRISTINA GREENE

251 Fallen Tree Drive
Cincinnati, Ohio 45206

(513) 899-9906
ChrisGreene@yahoo.com

EDUCATION

Bachelor of Science in Elementary Education, 2005
University of Cincinnati - Cincinnati, Ohio

Bachelor of Arts in Business Management, 2001
Anderson University - Anderson, Indiana

EXPERIENCE

Management

- Aided in building a successful sporting goods business from the ground up
- Developed good working relationship with employees, customers, and students
- Marketed products and services (at various places of employment)

Teaching

- Facilitated learning for students with behavioral problems
- Trained other teachers in use of MS Word, PowerPoint, and Excel
- Created lesson plans utilizing various media

Curriculum Development

- Constructed and implemented curriculum for Behavior Handicapped Unit
- Updated curriculum for Physical Education Program
- Created Life Skills curriculum for Rehabilitation Unit

Computers

- Provided technical support on school computers and network
 - Serviced all aspects of Public School Computer Lab
 - Designed and maintained numerous websites
 - Microsoft Word, Excel, and PowerPoint
 - Adobe FrontPage / Dreamweaver / Flash / HTML / .NET / PageMaker
-

EMPLOYMENT HISTORY

Computer Science Teacher- Lakota School District; West Chester, OH, 2009-present

SBH Teacher- Edgewood City School District; Trenton OH, 2008-2009

PE Teacher- Indian Lake School District; Lewistown, OH, 2005-2007

Computer Lab Manager- Hamilton City Schools; Hamilton, OH, 2001-2004 summers

Youth Care Specialist- Butler and Warren County Juvenile Rehab Centers; 2001-2004

Store Manager- Northeast Outdoors/ServiceStar Hardware; Minerva, OH, 1999-2001



UCBA Career Center

9555 Plainfield Road

Blue Ash, OH 45236

www.ucblueash.edu

UC Blue Ash College