

# RESUME WRITING GUIDELINES

- ▶ Target your resume to the position for which you are applying.
- ▶ Avoid using first person pronouns.
- ▶ Effectively use white space, headings, and indenting.
- ▶ Maintain a consistent format with correct spelling -- no typos!
- ▶ Have your resume reviewed by Academic & Career Advising Center staff, faculty, intern/work supervisors

## **Resume Types**

The *chronological resume* lists your background in chronological time sequence, starting with the most recent experience first and working backwards. This is the most common format, common for students and recent college graduates, and one that is preferred by employers.

The *functional resume* can be eye-catching, but if you're thinking about using this style you should know that it is not an easy type of resume to put together and tends to be lengthier than the standard chronological resume format. In the functional resume, skill areas list work experience and abilities. The functional resume allows you to do some things that a chronological resume would never permit. For one, you can choose headings that are featured in the job description you are applying for. Also, instead of repeating the things you have done in similar work settings, this approach allows you to group responsibilities from a variety of experiences. The emphasis is on what you have done rather than on when and where you did it. Another advantage of this approach is that you can play up your strengths and put them up front.

## **Turn Responsibilities into Accomplishments**

Ask yourself the following questions: “Who did the work?” “What was the subject matter?” “What was the purpose of the work?” “How did you do this work?” “Did you have to work within a certain timeframe?” “Can you quantify your work?” “What happened to your work after you completed it?” “Did your work have an impact on the organization overall?” In this way you can expand your descriptions and turn your responsibilities into accomplishment statements.



- Do not fold or staple your resume; mail flat in a large envelope.
- Use standard typefaces such as Universe, and Arial. (Avoid CG Times 10 point or Times New Roman 10 point).
- Use a font size of 10 to 14 points.
- Use all capital letters for section headings or to create special emphasis; be careful to ensure that letters do not touch each other or they will not scan appropriately.
- **Avoid** *italics*, underlining, shadows and reverses (white letters on a black background.)
- **Avoid** vertical and horizontal lines, graphics and boxes.

### **Posting Resume on the Internet**

Because the technology is so new, there are no real rules for students who decide to put their resumes on the Internet. Common sense, however, dictates a few key guidelines:

- Consider whether to list your address or phone number, perhaps opting to give an e-mail address instead. Since you are publishing your resume to the world, anyone can access your information!
- Keep the content of your resume professional, including the content of any personal home page!
- Use terms that highlight the skills you have to offer. As employers search resume databases, they will hit your resume more often if you use these key words.
- Do not rely solely on online resume postings -- we have very little hard data about how successful students are in using this method. Use all the job search tools offered by Career Services!

**Additional tips for designing an online resume are available in The Riley Guide, by Margaret F. Dikel, accessible at: <http://www.dbm.com/jobguide/eresume.html>**

## Designing your Resume

NAME

Campus Address

Permanent Address

(include phone number and email addresses)

### OBJECTIVE

- Employers prefer a carefully worded, targeted job objective:

*Example: To secure a position as a systems analyst.*

- Vague or unclear objectives don't add anything to your resume and may even detract.
- Unless your objective gives an employer a clear impression of the type of position you are seeking, it may be best to explain your objective in the cover letter (see our Cover letter handout). This way you can target it to each position of interest.
- You may also create resumes with different objectives for different career fields.

### EDUCATION

Longwood University, Farmville, VA

Bachelor of Arts/Science in (your major), May 2002 (Month and year of your graduation)

**GPA:** Include if you have a strong GPA (3.0 and above); you can also list your class rank (available from Registrar). There is no rule saying that only your overall GPA can be placed on your resume. Often your GPA will improve if grades from the freshman year are removed, if study abroad or transfer credits are calculated in, or if you simply state your GPA in your major. Feel free to list your GPA in different ways; just be sure to mention how you arrived at your totals.

**Relevant Courses:** Include this section *ONLY* if you have taken courses that are clearly related to your objective or that show a special academic focus that is not obvious from your degree title.

**Note:** In the EDUCATION section you can also list special skills (computer and language), class projects, research, and study abroad, if relevant to your objective.

### EXPERIENCE

- List experiences in reverse chronological order, beginning with current or most recent position. If chronological order doesn't work to your advantage, or if you have too many positions to list on one page, you may want to group 3 or 4 of your most relevant experiences under the heading **RELEVANT EXPERIENCE**. This can include paid employment, but also internships, community service, and activities where you have developed important skills. An alternative would be to create sub-categories like *Counseling Experience* or *Leadership Experience*. Employers like an

easy to read format that concisely highlights your skills, abilities and accomplishments.

- It's not necessary to list all your prior employment. Some students choose to lump together a variety of jobs in a summary statement that suggests you have worked steadily throughout college: *Additional employment includes positions in retail sales and food service, Summers 2000-2002.*
- Dates can be listed at the end of your experience description or either in the left or right hand margin. The important thing is not where they are but you are consistent.
- Use action words! (see the first page)
- Focus on SKILLS that apply to your objective: **interpersonal, writing, research, time management, attention to detail, ability to work well under stress, team player & communication skills.**
- Describe the highest level of your job responsibilities – there is no need to list everything you've done.
- Quantify your work experience where possible: *increased sales volume by 20%, processed an average of 150 loan applications per day, responsible for over \$20,000 in cash deposits.*
- Use bullets (·) when describing your experience if you prefer.
- Indicate if you've paid college expenses: *Paid for 50% of college expenses through above employment.*
- EXPERIENCE doesn't have to follow EDUCATION; lead with your strengths! If your past work closely relates to the employment you now seek, list the EXPERIENCE section at the top of your resume.

#### **ACTIVITIES AND HONORS (OR INTERESTS)**

- If Honors are numerous, list in a separate section following Education.
- List primarily those activities that relate to your objective -- there's no need to list every activity you're involved in or every award you've received.
- If your activity is very relevant to your objective, (e.g. you're Treasurer for a student group and applying for an accounting position), you will want to describe your responsibilities in detail (similar to a work experience):

#### ***Example:***

*Lancer Productions, Longwood University*

*President (2001-2002); Vice President (2000-2001)*

- *Reviewed budget proposals and allocated \$3,000 in funds*
- *Restructured committee organization to promote increased communication and efficiency*

- *Communicated student issues to the Board of Trustees*
- *Directed an eight-member executive committee on issues relevant to the campus*
- *Met with college administration and faculty to address student concerns*

*Explain honors/activities an employer might not understand; "Trustee Scholarship" will mean little to an employer unless you include an explanation: Selected to receive \$10,000 based on demonstrated academic achievement and outstanding leadership in school and community activities.*

*Dates often are not as vital in this section as they are under EXPERIENCE. Do not feel obligated to go into lengthy explanations about each activity. If elaboration will help an employer understand the depth of your involvement, then by all means provide necessary details.*

*Chronological order is not important; list according to relevance.*

**INTERESTS** are optional on your resume, depending on space. If you have not found a convenient place to convey your love for backpacking or your many trips abroad, this would be the place. Try to be specific and include only those interests that are very important to you or that represent significant accomplishments: *Have studied piano and performed for 12 years* or *Black belt in karate*.

### **Resources**

The Academic & Career Advising Center Library has books with resume examples.

## **Action Words**

Achieve	Act	Actively	Administer	Advise	Allocate	Analyze
Approve	Assess	Assign	Attain	Balance	Calculate	Chair
Clarify	Classify	Coach	Collaborate	Compile	Complete	Compose
Conceptualize	Conduct	Consolidate	Contribute	Control	Convert	Coordinate
Counsel	Create	Decrease	Delegate	Demonstrate	Design	Develop
Devise	Diagnose	Direct	Document	Draft	Edit	Enable
Engineer	Enhance	Enlist	Ensure	Establish	Evaluate	Expand
Expedite	Facilitate	Finalize	Forecast	Found	Generate	Guide
Head	Identify	Implement	Improve	Increase	Initiate	Inspect
Install	Institute	Instruct	Integrate	Interpret	Interview	Introduce
Investigate	Maintain	Manage	Market	Maximize	Monitor	Motivate
Negotiate	Obtain	Orchestrate	Organize	Originate	Participate	Perform
Plan	Prepare	Present	Prioritize	Produce	Proficient	Project
Promote	Propose	Provide	Quantify	Recommend	Reconcile	Recruit
Reduce	Reorganize	Research	Resolve	Revamp	Review	Revise
Revitalize	Schedule	Screen	Select	Sell	Significantly	Simplify
Solve	Specify	Start	Stimulate	Strategy	Streamline	Strengthen
Structure	Successfully	Supervise	Survey	Teach	Train	Translate

## Sample Resumes

Following are a variety of sample resumes. Your resume may or may not look exactly like these. Career Advisors are available to assist you in creating a resume that is a unique reflection of your interests, experience, and abilities. Please call, email, or stop by to schedule an appointment.

### Sarah Jones

#### **Permanent Address**

123 Nordstrom Road  
Rice, VA 24555  
540-561-8888  
[sajones@hotmail.com](mailto:sajones@hotmail.com)

#### **Campus Address**

Longwood University  
Box 222  
Farmville, VA, 23909  
434-395-1111  
email: [sajones@longwood.edu](mailto:sajones@longwood.edu)

#### **EDUCATION**

**Longwood University**, Farmville, VA, May 2003  
Bachelor of Science in Liberal Studies  
Collegiate Professional License, Grades 6-8

#### **TEACHING EXPERIENCE**

**Amherst County Middle School**, Amherst, VA, Spring 2002

*Math and Science Student Teacher*, Grades 5-7

- Plan and present lessons using systematic lesson planning emphasizing goals, objectives and assessment
- Motivate students through an active learning environment focusing on cognitive, affective and psychomotor skills
- Effectively implement cooperative learning strategies
- Organize and create learning centers and bulletin boards
- Manage classroom effectively through positive re-enforcement techniques
- Attend faculty and staff meetings
- Incorporate strategies that enhance the teaching of a block schedule class

**Prince Edward Middle School**, Farmville, VA, Fall 2001

*Partnership Program, Earth Science, Grade 5*

- Assisted the classroom teacher with instruction of Earth Science
- Tutored students experiencing difficulty with subject
- Created bulletin boards and science center for Parent's Open House
- Prepared sample lesson plan for 4 weeks
- Monitored the class performance through video taped sessions
- Prepared instruction booklet for students' use for Science Fair participation

**Salem Elementary School**, Midlothian, VA, Spring 2000

*Practicum*, Grades K-3

- Assisted classroom aides with special projects for students 2 hours per week for four weeks
- Developed learning center for science and social studies units and provided tours for parents

**RELEVANT EXPERIENCE**

- **Camp Counselor**, Junior Camp (ages 7-11)
- **Camp Alleghany**, Lewisburg, WV, Summers 1999-2001  
Responsible for welfare and activities of eight campers for two, four week camp sessions. Worked as the archery instructor for all campers, ages 8-15.
- **Sunday School Teacher**, Nursery
- **Big Sibling** for 9 year-old at-risk child

**COMPUTER SKILLS**

- Microsoft Word, Excel, PowerPoint, Access, Outlook, Explorer PageMaker

**AWARDS**

- Longwood Writing Department Award for Excellence in Writing, Spring 2002
- Longwood Scholarship Award Winner, Fall 2001
- Named Among Who's Who Among American College Students, Spring 2000

**ACTIVITIES**

- *The Rotunda*, photographer for school newspaper
- First Year Experience Committee
- Junior Ring Committee
- Senior Dinner Dance, Decorations Committee

## JOHN CARTER

Longwood University, Box 1234, Farmville, 23901  
434-395-1112, jcarter@longwood.edu

### OBJECTIVE

To be a contributing team member of a professional and challenging organization where skills and education in marketing can be best utilized.

### EDUCATION

Longwood University, Farmville, VA

**Bachelor of Science in Business Administration, Concentration in Marketing**, May 2003

GPA: 3.2 (Marketing), 2.9 (Overall)

- Computer Skills: Microsoft Excel, Word, Internet
- Language Skills: Proficient in Spanish, knowledge of French

### RELEVANT EXPERIENCE

Extern, **NBC News**, New York, NY

Expanded knowledge of publicity and media activities for major network news division; discussed current issues in the field and explored future career options. Assisted with press events and ongoing publicity; participated in network meetings and training sessions. Winter Break 2002.

Marketing Intern, **Colonial Williamsburg Foundation**, Williamsburg, VA

Designed and conducted a survey to market CW products outside the local area. Required extensive research and thorough knowledge of products. Survey results were instrumental in successful sales of a new product line. Summer 2002.

### OTHER EXPERIENCE

Resident Assistant, **Longwood University**

Supervise a community of 45 upper-class residents. Plan, publicize, and implement educational and social programs. Provide academic and personal counseling. Fall 1997-present.

Administrative Assistant, **Kelly Services**, Richmond, VA

Wide variety of assignments required flexibility, adaptability, time management skills when meeting deadlines, and exemplary interpersonal skills. Summers 1999-2000.

- Earnings from above used to pay 50% of college expenses -

### ACTIVITIES AND HONORS

**Alpha Phi Omega**, Vice President for Communications

- Design creative publicity strategies for fundraising events; raised \$4000 for childcare center.

**Monroe Scholar**

- Awarded a \$2000 grant to conduct marketing research for a nonprofit organization based in London, England, Summer 2002.

**Alumni Ambassador**

- Create, plan, market, and staff student and alumni programming on campus.

# Mary S. Davis

Longwood University • Box 999 • Farmville, VA 23909 • 434-395-0789 • mdavis@longwood.edu  
967 Peachtree Road • Atlanta, GA 40440 • 404-222-3333

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## SUMMARY OF SKILLS

- Self-starter with exceptional communication and leadership skills
- Team player with demonstrated abilities in organization and problem solving
- Highly effective in creating rapport and establishing relationships with all levels of people

## EDUCATION

### Longwood University, Farmville, Virginia

Bachelor of Arts in Communication Studies, May 2003

Honors include Dean's List and Omicron Delta Kappa

## RELATED EXPERIENCE

### **Publishing Assistant**, Farmville Chamber of Commerce, Farmville, VA, Fall 2002

Updated the Chamber publication. Conducted extensive research through telephone surveys, organized and compiled data and developed narrative passages for sections. Assisted with design, layout and production.

### **Public Relations Assistant**, XYZ Corporation, Decatur, GA, Summers 2000, 2001

Researched, created and executed an electronic employee newsletter. Interviewed employees at all levels and wrote articles and stories of interest. Provided administrative support by managing telephones and mail.

## LEADERSHIP

### **Student Government** - Judicial Board (2000-2002) and Legislative Branch (1999-2000)

- **Executive Secretary** - Served as member of the Executive Committee. Responsible for all correspondence and communications. Wrote a bi-weekly report for the campus newspaper, *The Rotunda*. Supervised the Student Government office assistants.
- **Senator** - Elected to serve as liaison between hall residents and the Student Senate. Surveyed campus residents monthly on various topics. Conducted meetings with residents to advise on Senate matters and posted meeting minutes. Appointed to the Committee on Residence and Commuter Life to represent concerns of resident students.

## ACTIVITIES

Staff Columnist, *The Rotunda*

Lancer Production

Field Hockey Team

## COMPUTER SKILLS

PC and Macintosh systems: Microsoft applications including Word, Excel, Access, PowerPoint, Publisher and Works.

# Mary S. Davis

**College Address:**

Longwood University, Box 1112  
Farmville, VA 23909  
(434) 395-1234

**Permanent Address:**

967 Peachtree Road  
Atlanta, GA 40440  
(404) 222-3333

msdavis@longwood.edu

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**OBJECTIVE** Internship in book publishing

**EDUCATION** **Longwood University, Farmville, Virginia**  
Bachelor of Arts expected May 2004  
Major: Spanish

**Computer Skills:** Microsoft Word, Publisher, and PowerPoint

**Language Skills:** Fluent in reading, writing and speaking Spanish

**EXPERIENCE** **Sales Assistant**, The Book Review, Decatur, GA  
(Summers 2001, 2002)

- Assisted customers with book purchases.
- Maintained inventories and displays.
- Responsible for providing excellent customer service in person and over the telephone.

**Child Care Provider**, The Smith Family, Atlanta, GA  
(Summers/Breaks 1999-2000)

- Planned activities and meals for two elementary school age children.
- Tutored in reading and math.
- Transported children to various functions.

**ACTIVITIES** *The Gyre*, Longwood literary magazine, Editor  
Tennis Team, Captain  
Habitat for Humanity  
XYZ Sorority

## Meredith Leigh Morgan

Longwood University • Box 399 • Farmville, VA 23901 • 434-395-7500  
1525 Woodacre Drive • McLean, VA 22151 • 703-526-1595  
[mctaylor@longwood.edu](mailto:mctaylor@longwood.edu)

### EDUCATION

**Longwood University**, Farmville, VA  
B.S. Biology, May 2003  
GPA: 3.5

Northern Virginia Governor's School for Science, Mathematics, and Technology (SWVGS)  
1998-1999, GPA 4.2/4.0

**Computer Skills:** Microsoft Word, Access, Excel, FrontPage, and PowerPoint

**Relevant Courses:** Neurobiology, Virology, Microbiology, Animal Physiology, Human Physiology, Developmental Biology, Human Anatomy

### RESEARCH EXPERIENCE

**Microbiology Research**, Longwood University Fever Study Group, Department of Biology,  
Summer 2002-Fall 2002

Focused on the effect of sodium docecylsulfate (SDS) on the activation of heram serum complement. Results presented at the Virginia Chapter of the American Society of Microbiology in Charlottesville, VA and submitted for publication in The Journal of Bacteriology.

**Developmental Biology Research**, Semester Project, Longwood Department of Biology  
Spring 2002

Identified, cloned, and characterized target genes in Xenopus and Peromyscus using PCR screening and cDNA library screen techniques.

### LABORATORY SKILLS

**Biological Techniques:** radioimmunoassay, bioassay, indirect calorimetry, serial dilutions, vaginal smear analysis, urine analysis, PCR screening, cDNA library screening

**Microbiological Techniques:** *microbiological assay, bacteriological media preparations and sterilization, aseptic techniques, plate counts, isopycnography, refractometry, eletrophoresis*

**Chemical Techniques:** *homogenous/heterogenous distillation, fractional distillation, recrystallization, chromatography – TLC/GLC, absorption spectrophotometry, pH determination, potentiometric titration*

**Meredith Leigh Morgan**  
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**WORK EXPERIENCE**

**Server**, Cracker Barrel Old Country Store, McLean, VA, May-November 1999

**Sales Clerk**, Service Merchandise, Arlington, VA, Summer and Winter Breaks 1999-2001

**AWARDS AND HONORS**

Beta Beta Beta, 2002

Who's Who Among College and University Students, 2002

Junior Science and Humanities Symposium (one of three nominated to attend), Spring 2002

Outstanding Biologist Award, 1999

**COMMUNITY AND VOLUNTEER SERVICE**

Volunteer for the Science on Wheels, Spring 2001

Volunteer, Eastern State Hospital, Spring 2000

Piano accompanist and performer, have studied music for 12 years

Active member of XXX Sorority, 2000-present

# MARY S. DAVIS

**College Address:**

Longwood University, Box 222  
Farmville, VA 23909  
(434) 395-1234

**Permanent Address:**

967 Peachtree Road  
Atlanta, GA 40440  
(404) 222-3333

[msdavis@longwood.edu](mailto:msdavis@longwood.edu)

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**EDUCATION:**

**Longwood University, Farmville, Virginia**

Bachelor of Arts expected May 2003, GPA: 3.87  
Major: English

**University of Reading, England, Junior Year Abroad 2001-2002**

**WORK EXPERIENCE:**

**Publishing Assistant, Farmville Chamber of Commerce**  
Farmville, VA, Summer 2002

- Responsible for updating the Chamber publication.
- Conducted extensive research through telephone surveys, organized and compiled data and developed narrative passages for sections.
- Assisted with design, layout and production.

**Public Relations Assistant, XYZ Corporation**

Decatur, GA, Summers 2000, 2001

- Researched, created and executed an electronic employee newsletter.
- Interviewed employees at all levels and wrote articles and stories of interest.
- Provided administrative support by managing telephones and mail.

**Retail Representative, Sentry Stores, Inc.**

Atlanta, GA, Summers/Breaks 1999-2000

- Provided customer service to food and convenience stores by managing inventory, building displays and rotating product.
- Ensured strong customer relations through personal contact with store management and employees.

**CAMPUS ACTIVITIES:**

Staff Columnist, *The Rotunda*, 1999-2003

Lancer Production, 1999-2001

Field Hockey Team, 1999-2003

**SKILLS:**

Macintosh and PC operating systems

Microsoft Word, Excel, Access, PowerPoint, Publisher, and Works

**HONORS:**

Dean's List every semester

The Longwood Legacy Scholarship

**Susan J. Smith**  
Stanley Park Apartments, 2-A  
Farmville, VA 23901  
(434) 392-9999, ssmith@longwood.edu

## **OBJECTIVE**

To combine my educational preparation and eight years of experience in human resource management and financial analysis to gain a management position in corporate banking.

## **EDUCATION**

**Longwood University**, Farmville, VA  
Bachelor of Arts in Business Administration, anticipated in May 2003  
Concentration in Economics, GPA: 3.87

## **QUALIFICATIONS**

### **Human Resources**

- Consolidated and reengineered education and training for three departments of nuclear fuel operations with savings of over \$66,000 in program costs and \$22,000 in annual staff costs.
- Authored a document translating usage requirements from an in-house training system to a fee based consultant-training model. Document was presented to Vice President of Operations. Gathered training requirements from current department supervisors to evaluate the status of personnel trainers and needs of the company.

### **Budget Management**

- Managed operating budget of \$89,000 for training and development within the Human Resources department relative to budget constraints and responsible spending guidelines.
- Managed the acquisition and allocation of \$50,000 in funds for new staff training.
- Initiated more than \$5,000,000 in city funding for housing project to build housing for low income at risk families in Lynchburg.
- Developed property expense budgets for four non-profit housing management companies.
- Analyzed structure of tax credit proposal to determine maximum benefit for supported housing program.

### **Policy Research and Analysis**

- Advised city and regional government decision-makers on a variety of policy and program issues.
- Made low-income policy strategy recommendations to City Council.
- Presented policy and budget solutions to neighborhood groups, to the Mayor and to the Director of Community Development.
- Efforts resulted in the creations of a long range planning committee for revitalization of urban areas for the City of Lynchburg.
- Serve as community representative to the Long Range Planning Committee for Urban Revitalization.

## **EXPERIENCE**

**Babcock and Wilcox, Inc. Naval Nuclear Fuel Division**, Human Resources Specialist, 1986-1992

## **ACTIVITIES**

- Junior Usher, Longwood University, 2002
- Commuter Student Executive Board, Longwood University, 2000-present
- Habitat for Humanity, Board of Directors, 1997-present

## Sample Resume from the U.S. Office of Personnel Management For Federal Government Jobs

**John Doe**  
22 Roosevelt Drive  
Apt. 814  
Roanoke, VA 24001  
Home: 111-222-3333  
Email: johndoe@worldemailnet.com

**Social Security Number:** 123-45-6789  
**Country of Citizenship:** United States of America  
**Veteran's Preference:** No  
**Highest Grade:** GS-0201-14, 09/1992-Present  
**Contact Current Supervisor:** Yes

### VACANCY INFORMATION:

Announcement Number: W80043  
Job Title: Personnel Management Administrator  
Grade(s) Applying for: GS-00

### OBJECTIVE:

Pursuing opportunities to manage and provide the overall direction of a human resource program. I possess the necessary qualifications and experience to successfully meet the challenges brought about by the revolutionary changes in the field of human resources.

### WORK EXPERIENCE:

**U.S. Office of Personnel Management**  
**1900 E Street**  
**Room 888**  
**Washington, DC 11111-1111**

**Dates Employed: 05/1992-Present**  
**Grade Level: GS-14/4**  
**Hours per Week: 40**

Personnel Management Specialist, xxxx  
Supervise a staff of 11 GS-4 through GS-13 clerks and specialists. Responsible for the implementation of new and highly visible Government-wide human resource initiatives marketing Federal employment opportunities to job seekers; Designing, evaluating, and implementing automated systems that provide Federal employment information to job seekers; Developing and evaluating regulations and policies that impact employment information; Disseminating information on Government-wide human resource initiatives to Federal agencies, State and local governments, and private sector representatives; Facilitating the creation of a "one-stop" employment information system for Federal employees impacted by downsizing and job seekers with Federal, State and local governments, and the private sector; Negotiating with senior OPM officials and contractors on employment information issues and services; Responsible for the day-to-day test administration operations in the Washington, DC, area. Team member in designing a workforce planning and diversity management automated decision-support system for multiple customers involved in human resources planning and delivery. Active member on State Department's inter-agency work group preparing for the 1995 United Nations Fourth World Conference on the Status of Women; Directing an intra-agency work group to prepare OPM's contribution for the Conference. (Supervisor's Name: Jane Doe. Phone: 456-555-9999.)

**U.S. Office of Personnel Management**  
**1900 E Street**  
**Room 999**  
**Washington, DC 11111-1111**

**Dates Employed: 05/1992-Present**  
**Grade Level: GS-14/4**  
**Hours per Week: 37.5**

Job 2, 0401

Supervise a staff of 11 GS-4 through GS-13 clerks and specialists. Responsible for the implementation of new and highly visible Government-wide human resource initiatives marketing Federal employment opportunities to job seekers; Designing, evaluating, and implementing automated systems that provide Federal employment information to job seekers; Developing and evaluating regulations and policies that impact employment information; Disseminating information on Government-wide human resource initiatives to Federal agencies, State and local governments, and private sector representatives; Facilitating the creation of a "one-stop" employment information system for Federal employees impacted by downsizing and job seekers with Federal, State and local governments, and the private sector; Negotiating with senior OPM officials and contractors on employment information issues and services; Responsible for the day-to-day test administration operations in the Washington, DC, area. Team member in designing a workforce planning and diversity management automated decision-support system for multiple customers involved in human resources planning and delivery. Active member on State Department's inter-agency work group preparing for the 1995 United Nations Fourth World Conference on the Status of Women; Directing an intra-agency work group to prepare OPM's contribution for the Conference. (Supervisor's Name: John Doe. Phone: 798-444-5555.)

**EDUCATION:**

Masters in Public Administration, 1993  
George Mason University  
Anytown, VA 11111  
Major: Public Management  
Minor: Communications  
GPA: 4.0 out of 4.00  
Honors: summa cum laude

**JOB-RELATED TRAINING COURSES:**

Seminar for New Managers; 1995  
Job Analysis for the Development of Crediting Plans; 1992  
Instructor Training; 1992  
Basic Position Classification; 1992  
Grievance Handling; 1992  
Adverse and Conduct Based Actions; 1991  
Basic Employee Relations; 1991  
Introduction to TQM; 1991

**JOB-RELATED SKILLS:**

Strong project management skills. Proficient in the use of microcomputers; spreadsheet applications, graphic and presentation applications, and word processing applications in a stand-alone or local areas network environment.

**JOB-RELATED CERTIFICATES AND LICENSES:**

Driver's License, Commonwealth of Virginia, Expires May 1999

**JOB-RELATED HONORS, AWARDS, MEMBERSHIPS, ETC.:**

American Society of Public Administrators

OPM Director's Award for Excellence, October 1997  
OPM Director's Award for Excellence, October 1996  
OPM Director's Award for Excellence, February 1995  
OPM Director's Award for Excellence, September 1993

**SUPPLEMENTAL INFORMATION**

This is an example of where supplemental information may appear in your resume.

## **International Resume Choices**

The brief one to two-page American resume communicates the wrong messages to many international employers who either feel you have little in-depth experience or you are not interested enough in the position to take the time to detail your qualifications and experience. Many international employers expect to receive a five to eight-page resume -- commonly referred to as a curriculum vita (CV) -- from serious candidates. After all, shouldn't a big job be the object of a big resume from those who have big experience and skills? Don't argue with this logic -- just use it to your advantage.

Chronological or the combination resume tends to be preferred for international jobs. These resumes have the best potential to meet the expectations of international employers as well as clearly communicate your international experience and qualifications to them. The functional resume is too vague for most serious international jobs. It often says little or nothing about work-content skills and qualifications other than provide some highly generalized and somewhat "canned" resume statements about experiences that anyone can include on a resume regardless of their particular work experience.

Since many international employers prefer lengthy resumes or curriculum vitas that list numerous positions, duties, responsibilities, names, dates, locations, professional memberships and references, you can provide such information in the improved chronological and combination resume. However, we recommend that you write these resumes in a nontraditional manner. Rather than just provide an eight-page resume with long listings of experience, job titles, and skills, write a one to two-page improved chronological or combination resume that essentially synthesizes the information or documentation found on the remaining pages of the resume. Consequently, your resume may be seven pages long but the first-page actually functions like an "executive summary" for a report; it synthesizes for the reader all of the back-up information provided in the remaining five or six pages.

These other pages should be well organized by functional information categories that summarize and list important accomplishments relevant to your education and experience. These might include the actual titles and dates of speeches and presentations you gave or articles you published; the formal duties and responsibilities of your past jobs along with a listing of actual accomplishments and any special recognition received for your performance; a listing of honors and awards, complete with dates and a summary of their significance; information on your professional memberships; and contact information on three or four references. In the process of doing such a resume, you are permitted to include many of the prohibitions normally associated with the brief one or two-page American resume. Yes, in many cases it's okay to list publications, speeches, memberships, references, hobbies, interests, family data, age, sex, religion and health. Remember, international employers want to know a lot more about you than just your skills. They are interested in looking at you as an individual with many characteristics, which may or may not qualify you for both the job and the international living situation.

## **Supplementary Documents**

It may be appropriate to enhance your application materials with additions such as:

- writing samples
- a portfolio of completed projects
- relevant letters of reference
- descriptions of unique personal accomplishments
- listing and description of extensive academic coursework.

Be selective, choosing only the most exceptional and relevant pieces of information that will enhance your qualifications. It may be helpful to discuss your accomplishments with a career counselor in order to receive some suggestions and guidance.

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