

**RÉSUMÉ DEVELOPMENT
WORKSHEET**

Name

City, State, Phone Number(s), E-mail address if applicable

Job Objective: _____

SUMMARY OF QUALIFICATIONS

- _____
- _____
- _____
- _____
- _____
- _____
- _____

RELEVENT SKILLS/TRAINING & EXPERIENCE

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

EMPLOYMENT HISTORY

Dates	Position / Job Title	Employer Name	City & State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION & TRAINING

- _____
- _____
- _____

References Available on Request

RÉSUMÉ TIPS AND INSTRUCTIONS

Job Objective: Use this area to target the specific job you are applying for. Use Keywords taken directly from the job ad or announcement to catch the employers eye.

SUMMARY OF QUALIFICATIONS

- Single-line statements made in this area should be general and be targeted to what the employer is looking for. Like “Experienced in ...” whatever the job duties call for. You should use Keywords taken directly from the job ad or announcement. You should also make some statements about your personality characteristics that apply to the specific job you are trying to obtain, like “Works well in a team environment.”, “Willing to learn new tasks.”, “Exhibits a professional attitude.”, “Is detail or customer service oriented.”, etc.
- What the employer sees here should get his interest and make him want to read further.

RELEVANT SKILLS (TRAINING) & EXPERIENCE

- Use single-line statements (when possible) with Action words in this area that identify your specific skills that relate to the job you are seeking. List skills that you have obtained from doing the same kind of work in the past or skills you have obtained from a different kind of work that may have value in the new job you are seeking. If you have difficulty in finding the right words, seek help from someone or research specific job description information found in books and on the Internet. A good website is <http://online.onetcenter.org>. If you have just completed training and have no real experience, change the title of this section to “Relevant Training” and list as many of the specific items you learned as room allows. Do not list skills just because you have them. If they do not apply to the job you are seeking, leave them off your targeted résumé. Carpenter skills do not apply to job as a nurse.

EMPLOYMENT HISTORY

The information in this area should be accurate, but brief. You are still trying to get the employer’s interest so he will want to speak to you. The job Application will give you the opportunity to list very specific information about your work history. Don’t include very short-term jobs and don’t go back more than 10 years unless there is a specific job prior to that relates to the job this résumé is targeting. Listing a 12-year work history as a bartender that ended 15 years ago will probably not help you get a job in an insurance office today, but it may have great value if you are applying for a job as a liquor salesman today. Use your limited résumé on things that help you get this job. If you have a very constant work history, use the “From and To” dates for each job. If you have several breaks in your work history, only put the number of years or months you worked on each job. If you don’t want to give away your age or maybe you have limited work experience, don’t put any date information at all. The employer will have to contact you to get more details.

EDUCATION & TRAINING

Use this area to list diplomas and or degree information if applicable. Also list any specialized certificates you might have that would be considered valuable for the job you are seeking. Use dates if they add value or omit them if they don’t. You can also include courses or training you have had that is not yet completed. Don’t list your PHD if you’re seeking a general labor job.

Johnny B. Good
1082 Longview Avenue
Marlette, CA 95901
(530) 555-0000

The purpose of a résumé is to get the employer's interest so he will want to talk to you in person. Give you an interview!

Job Objective: Seeking full-time, long-term employment in the printing industry

Target specific job. Use words from job announcement

SUMMARY OF QUALIFICATIONS

- Experienced in **printing-plate** production for commercial printing
- Experienced in **press machine** operation for metal parts fabrication
- Experienced in computer system component **assembly and inspection**
- **Cetified Forklift** operator – 5,000 and 8,000 lb equipment
- Work well **independently** or with others in a **team** environment
- Willing to work with **multiple tasks** and responsibilities

First Impression - Use Keywords from job announcement and those used in iob field

More detailed skills - Use Action words and more keywords

RELEVENT SKILLS & EXPERIENCE

- **Mixing and applying** chemical-based developing solution for plate processiing
- **Operating** power press, power brake, apron brake and swaging machine
- **Operating** foot-powered press, hydraulic press or arbor press per specifications
- **Adjusting** stops, dies and components for single or multiple passes
- **Inspecting** work for defects and **finishing** products with hand tools as needed.
- **Assembling** computer system components and support structures per specifications
- **Reading and interpreting** schematic diagrams, blueprints and specifications
- **Inspecting** products for defects and preparing product for shipping
- **Examining** printing plates to detect flaws, **preparing** plates for contact with film, operating a vacuum frame and determining exposure time

List any specific accomplishments or even volunteer work here

Use general dates to show a consistant work history

EMPLOYMENT HISTORY

No more than 10 years and no short-term (in weeks) jobs

2000-02	Platemaker / Prepress,	Marlette Leader Newspaper	Marlette, CA
	Machine Operator,	Flowmaster	Sacramento, CA
6 years	Production / Assembly	Packard Bell	Sacramento, CA

No time frame to cover age or short experience

Use amount of time to show experience only

EDUCATION (& TRAINING)

If applicable

Certificate – Forklift Training
Chaffey College – Marlette, CA - Gerneral Studies
Brookhurst High School – Lomita, CA - Diploma

Specific dates for work history and education are listed on the job Application.

References available upon request

Never put actual reference information on a résumé. Offer to provide it separately if needed



Using O*NET Website for Résumé Development

The O*NET website is operated by the U.S. Department of Labor and is the largest website source of occupational information in the U.S. The O*NET website lists a tremendous amount of information relating to hundreds of occupations including: *Tasks, Knowledge, Skills, Abilities, Work Activities, Work Context, Training, Interests, Work Values, Related Occupations, Wages & Employment Information*

This information can be used to help you create a winning résumé!!

1. Go to <http://online.onetcenter.org> and click on **Find Occupations**.
2. Type in a **"Keyword"** or phrase in the top left **Search box** that is related to an occupation you want to list on your resume. (For example if you type "wood", a list of all occupations in the database that involve "wood" will appear so you can select the occupation that matches what you did).
3. Click on the **"Go"** button and the list of occupations will appear.
4. **Select a job title** from the list that describes the job you want to put on your résumé. A page will open showing 12 categories of information about the occupation you selected. For creating a résumé, the first category called **"Tasks"** may be the most useful to help you describe what you did.

The Task list describes the typical job duties that are done on a regular basis by a person working with that job title. Not everyone does all of the duties listed on the task list, but everyone does some of the duties on the list. **Read the task descriptions** to find the things you did on the job you had. You can use this information to fill in a list of skills or to create a job duties description.

You can Print the task list; write down the information from it you want to put on your résumé or even Copy and Paste the information from it on to your résumé.

5. Repeat steps 1- 4 for each different occupation you want to list on your résumé. To find other occupations that use similar skills to an occupation you selected, click on the **Related Occupations** link located just above the list of Tasks for the occupation you selected.

Resumes can be targeted to a specific job listing, but at least should be targeted to a specific occupational area like Clerical/Administrative, Medical, Food Service or maybe Sales, Customer Service, Maintenance, etc. Don't waste valuable space on your résumé with information that has no value to a potential employer. **Show the employer that you can do what the employer needs to have done.**