
Resume Writing

CCBC

Career Development Services

www.ccbcmd.edu/employment/online

Why do I need a resume?

- **Represents you...**
Before, during and after an interview
 - **Introduces you...**
This provides a 1st impression to an employer
 - **Gives employer a snapshot of...**
How you rate yourself
Your motivation, ambition, goals, skills
How you could contribute
 - **Marketing tool...**
Provides an opportunity to sell yourself
Helps you focus on positive information and qualifications and helps you to organize your thoughts
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How do I start?

Research....

Self-Awareness

Make a list of your skills, interests, accomplishments and achievements.
Talk to family and friends and ask them to assist you with the list.

Employer Awareness

Research industry, organization, position.
Learn as much as you can about the company and the job you are applying for.

What Should it Look Like?

Heading

Name, Address, Phone, Email

- **Objective** - Optional
 - **Qualifications/Skills** – Related to the position you're applying to
 - **Education** - Reverse chronological order starting with most recent. Do not include High School unless this is the highest degree earned.
 - **Related Coursework** – Include only courses relevant to job if you are still in school
 - **Experience** – Reverse chronological order
 - **Community Service** – Volunteer service
 - **References** - List on a separate page. Try to have at least 3 or 4.
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Heading

Name

Address

City, State Zip Code

Phone

Email

Objective...

- **An Objective is meant to inform a potential employer about the type of position you are seeking**
- **It should be specific and customized for each job for which you apply.**
- **Avoid using pronouns.**
- **It typically includes 4 parts:**
 1. The “level” of the position
 2. The skills you hope to use in the position
 3. The title of the position or function
 4. The field or industry in which you hope to work

Skills/Qualifications

- **May also be called:**
 - Summary of Qualifications
 - Profile
 - Highlights of Qualifications
- **Overall summary as related to goal or objective. May be written in list or paragraph format**

Includes:

Technical, transferable, interpersonal skills; language and computer skills. Provides overview of most relevant skills, experience

Education

- List in reverse chronological order beginning with the most recent educational experience. List High School (if this is the highest degree earned), Colleges/Trade Schools, City and State, Dates of attendance
 - Degree earned or working towards, major, concentration, actual or expected graduation date
 - GPA overall and/or major; honors, awards, Dean's List, scholarships
 - % of personal contribution toward college expenses (if it is 50% or higher)
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Experience

- List in reverse chronological order beginning with your most recent job
 - Work : full-time, part-time, internships, volunteer, summers, temporary
 - Job title, Company, city and state, dates
 - Description of duties and responsibilities using phrases, starting with action verbs
 - Current job in present tense, former jobs in past tense
 - Results oriented and quantifiable, whenever possible
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Other Useful Headings

- **Internships**
 - **Activities or Interests**
 - **Honors, Awards, Recognitions**
 - **Military**
 - **Professional Memberships**
 - **References/Portfolio**
 - **Relevant Coursework**
 - **Volunteer/Community Service**
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How should I organize?

- **Chronological Style:**
 - Organized by date
 - Easy to write, preferred by most employers
 - Best when demonstrating progression and growth
 - List experience and education in reverse chronological order
 - Drawback – must defend gaps
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Sample Chronological Resume

Jane Doe

123 Main Street
City, State Zip Code
410-555-1122
jmtdoe@yahoo.com

OBJECTIVE

Seeking an internship or part-time position with a retail organization that will assist me in developing management and supervisory skills

EDUCATION

The Community College of Baltimore County – Catonsville Catonsville, MD
Associate of Arts Degree, Business Management, May 2008
Overall GPA 3.2
Self-Financing 75% of college expenses

EXPERIENCE

Old Navy, Woodlawn, MD

Sales Associate 5/04 – Present

- Provide quality customer service in a fast paced environment
- Coordinate weekly schedules for all employees
- Handle cash transactions, purchases, exchanges and returns

Baskin and Robbins, Baltimore, MD

Counter Person Summers 2000 and 2001

- Assisted customers with their orders
- Maintained an accurate cash drawer
- Opened and closed the shop as needed

REFERENCES

Available upon request

Or...

- **Functional Style:**
 - Focuses on skills – what you've done rather than when
 - Useful for people who lack paid work experience, career changers, recent graduates with limited work history
 - Skills targeted to employer's needs
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Sample Functional Resume

Jane Doe
123 Main Street
City, State Zip Code

410-555-1122
jtdoe@yahoo.com

OBJECTIVE

Sales –oriented position in a retail or distribution business

EDUCATION

The Community College of Baltimore County – Catonsville Campus Catonsville, MD
Associate of Arts Degree, Business Management Expected Graduation May 2007

AREAS OF ACCOMPLISHMENT

- Customer Service** Communicate well with all age groups
Ability to interpret customer concerns to assist them in finding the items they need
Received six Employee-of The-Month awards
- Merchandise Display** Developed display skills during in-house training
Received Outstanding Trainee award for Christmas Toy Display
Dress mannequins, arrange table displays and organize merchandise
- Stock Control & Marketing** Maintained and marked stock during department manager’s six-week illness
Developed more efficient record-keeping procedures
- Additional Skills** Operate Cash register
Willing to work a flexible schedule
Punctual, honest, reliable and hardworking

EXPERIENCE

Harper’s Department Store
Grand Rapids, Michigan
6/2003 to Present

REFERENCES Furnished Upon Request

Combination

- Chronological/Functional:
 - Includes specific skills and accomplishments along with a chronological history
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Sample Combination Chronological/Functional

John T. Doe
752 Main Street
City, State Zip Code
410-555-1122
jtdoe@yahoo.com

OBJECTIVE

Management position utilizing sales and marketing experience

SKILLS/QUALIFICATIONS

- Strong organizational, interpersonal and communication skills
- Ability to work independently and as a contributing team member
- Self-motivated, enthusiastic and hard-working
- Knowledge of Microsoft Office, Excel, Access, PowerPoint, Internet

Education

The Community College of Baltimore County – Catonsville Campus Catonsville, MD
Associate of Arts Degree, Business Management Expected Graduation May, 2006
Self-Financing 100% of college expenses

RELATED COURSEWORK

Principals of Management
Business Law

Business Ethics
Human Resource Management

EXPERIENCE

Old Navy, Baltimore, MD 1/03 to Present
Sales Associate

- Provide quality customer service in a fast paced environment
- Coordinate weekly schedules for all employees
- Train new employees

Baskin Robbins, Baltimore, MD Summers 2001, 2002
Counter Person

- Maintained cash drawer
- Assisted customers with their orders
- Opened and closed shop as needed

General Rules

- Absolutely NO errors in spelling, grammar, punctuation
 - Honest and verifiable
 - When in doubt about length and relevance, consider goals and reader's interest. One page if possible, no more than 2 pages.
 - Use only good quality white or buff paper
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