

Resume Handbook



CTE Transitions Your Future Begins at Southwestern College



This booklet is designed to help you with every step in developing a professional looking resume, and has been prepared and produced through funds provided by the CTE Transitions program. It is our hope to assist all CTE Students with their job preparation and resumes. The Career and Technical Education (CTE) Programs prepare students for high skill, high demand, and technical careers in a competitive global economy.

ABOUT CTE TRANSITIONS:

CTE Transitions, formerly Tech Prep, is a federal initiative developed to address the demand for a highly skilled workforce. CTE Transitions is funded through the Carl D. Perkins Career and Technical Education Improvement ACT of 2006 (Perkins IV, using the option of a "10% Reserve" set-aside from Title I, Part C Funding). CTE Transitions requires designated community colleges to fund activities related to CTE Transitions objectives with the goal of helping Career Technical Education students' transition from secondary to postsecondary education and on to the world of work.

TABLE OF CONTENTS

WHAT PART-TIME AND SUMMER JOBS SHOULD YOU SELECT?.....	2
WHAT EMPLOYERS ARE LOOKING FOR TODAY?.....	3-4
GETTING STARTED: WHAT YOU WILL NEED TO PREPARE YOUR RESUME.....	5
CAREER OBJECTIVE.....	6
EDUCATION.....	7
SKILLS.....	8
STUDENT RESUME SKILLS AND STRENGTHS WITH NO WORK EXPERIENCE.....	9-10
WORK EXPERIENCE.....	11
ACTION VERBS TO USE FOR YOUR RESUME.....	12-13
YOUR PROFESSIONAL DATABASE.....	14
TYPES OF RESUMES.....	15
RESUME TEMPLATE.....	16
ONLINE RESUME RESOURCES.....	17
“DO’S AND DON’T’S” IN RESUME WRITING.....	18
SAMPLE RESUME: WORK EXPERIENCE-COMBINATION.....	19
SAMPLE RESUME: EXPERIENCED PROFESSIONAL-FUNCTIONAL.....	20
SAMPLE RESUME: WORK EXPERIENCE-CHRONOLOGICAL.....	21
THE COVER LETTER.....	22
THE E-MAIL INTRODUCTION.....	23
THE “THANK YOU” LETTER.....	24
BUISNESS & PERSONAL REFERENCES.....	25
FINAL RESUME CHECKLIST.....	26
BEST OF LUCK!.....	27

What part-time and summer jobs should you select?

Part-time and summer jobs are an opportunity for you to make extra money and get experience in the workforce while attending school. The best jobs are those that are higher paying and give you exposure to your future career.

Consider the following when completing your search:

- The location is close to your home or school.
- The schedule is flexible around school and home commitments.
- The schedule meets your needs (seasonal, daily, nights, weekends, etc.)
- You would enjoy the job.
- It provides exposure to your program of study and future career. (This can serve as an internship.)
- Look for the highest paying jobs that you are qualified to do, as there is a range. Ex: Retail or cash register jobs can pay between \$9-\$18 / hour.
- Understand that if you have limited experience and schooling you may have to start out at an entry-level position.

WHAT ARE EMPLOYERS LOOKING FOR TODAY?

Standards for Career Ready Practice

Employers today are not only looking for professionals that have completed the appropriate schooling, but they also want to ensure they have the necessary skills to work effectively and collaboratively at the workplace. Standards for Career Ready Practice describe the fundamental knowledge and skills that students need to prepare for transition to postsecondary education, career training, or the workforce.

1. Apply appropriate technical skills and academic knowledge.

Career-ready individuals readily access and use the knowledge and skills acquired through experience and education. They make connections between abstract concepts with real-world applications and recognize the value of academic preparation for solving problems, communicating with others, calculating measures, and performing other work-related practices.

2. Communicate clearly, effectively, and with reason.

Career-ready individuals communicate thoughts, ideas, and action plans with clarity, using written, verbal, electronic, and/or visual methods. They are skilled at interacting with others: they are active listeners who speak clearly and with purpose, and they are comfortable with terminology that is common to workplace environments. Career-ready individuals consider the audience for their communication and prepare accordingly to ensure the desired outcome.

3. Develop an education and career plan aligned with personal goals.

Career-ready individuals take personal ownership of their educational and career goals and manage their individual plan to attain these goals. They recognize the value of each step in the educational and experiential process, and they understand that nearly all career paths require ongoing education and experience to adapt to practices, procedures, and expectations of an ever-changing work environment. They seek counselors, mentors, and other experts to assist in the planning and execution of education and career plans.

4. Apply technology to enhance productivity.

Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology. They understand the inherent risks—personal and organizational—of technology applications and they take actions to prevent or mitigate these risks.

5. Utilize critical thinking to make sense of problems and persevere in solving them.

Career-ready individuals recognize problems in the workplace, understand the nature of the problems, and devise effective plans to solve the problems. They thoughtfully investigate the root cause of a problem prior to introducing solutions. They carefully consider options to solve a problem and, once agreed upon, follow through to ensure the problem is resolved.

6. Practice personal health and understand financial literacy.

Career-ready individuals understand the relationship between personal health and workplace performance. They contribute to their personal well-being through a healthy diet, regular exercise, and mental health activities. Career-ready individuals also understand that financial literacy leads to a secure future that enables career success.

7. Act as a responsible citizen in the workplace and the community.

Career-ready individuals understand the obligations and responsibilities of being a member of a community and demonstrate this understanding every day through their interactions with others. They are aware of the impacts of their decisions on others and the environment around them, and they think about the short-term and long-term consequences of their actions. They are reliable and consistent in going beyond minimum expectations and in participating in activities that serve the greater good.

8. Model integrity, ethical leadership, and effective management.

Career-ready individuals consistently act in ways that align with personal and community-held ideals and principles. They employ ethical behaviors and actions that positively influence others. They have a clear understanding of integrity and act on this understanding in every decision. They use a variety of means to positively impact the direction and actions of a team or organization, and they recognize the short-term and long-term effects that management's actions and attitudes can have on productivity, morale, and organizational culture.

9. Work productively in teams while integrating cultural and global competence.

Career-ready individuals contribute positively to every team, as both team leaders and team members. To avoid barriers to productive and positive interaction, they apply an awareness of cultural differences. They interact effectively and sensitively with all members of the team and find ways to increase the engagement and contribution of other members.

10. Demonstrate creativity and innovation.

Career-ready individuals recommend ideas that solve problems in new and different ways and contribute to the improvement of the organization. They consider unconventional ideas and suggestions by others as solutions to issues, tasks, or problems. They discern which ideas and suggestions may have the greatest value. They seek new methods, practices, and ideas from a variety of sources and apply those ideas to their own workplace practices.

11. Employ valid and reliable research strategies.

Career-ready individuals employ research practices to plan and carry out investigations, create solutions, and keep abreast of the most current findings related to workplace environments and practices. They use a reliable research process to search for new information and confirm the validity of sources when considering the use and adoption of external information or practices.

12. Understand the environmental, social, and economic impacts of decisions.

Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact other people, organizations, the workplace, and the environment. They are aware of and utilize new technologies, understandings, procedures, and materials and adhere to regulations affecting the nature of their work. They are cognizant of impacts on the social condition, environment, workplace, and profitability of the organization.

**These standards are not exclusive to a career pathway, a career technical education (CTE) program of study, a particular discipline, or level of education.

GETTING STARTED

WHAT YOU WILL NEED TO PREPARE YOUR RESUME

What is a resume?

A resume is an advertisement of who you are. From the employers' point of view, it must communicate why you are a qualified applicant and worth interviewing for the job.

A good resume will communicate:

- Who you are and how you can be found-heading
- What you want to do-objective
- What you know-education and skills
- What you have done in the past-work and volunteer experience

To prepare to write your resume, you will need a complete list including the following:

- Write a concise career objective and match your skills and experience to the job posting
- Education
- Your skills
- Professional experience

CAREER OBJECTIVE

A career objective will set your resume apart from the others.

It is the introduction to your resume and should include the following:

1. **What position you are applying for?**
2. **Your professional goals for the future and/or 1 or 2 top strengths which make you a competitive applicant.**

A new career objective should be created for EVERY position you are applying for AND not be more than 2 sentences.

EXAMPLE:

Experienced Barista with strong customer service skills is applying for a fulltime Barista position at Trade Winds Café.

Practice Below:

EDUCATION

This part of your resume includes all academic degrees, certifications, and relevant course work. If you are in your last year of study, be sure to state your anticipated date of graduation or transfer. If you have a substantial number of units completed or those that are pertinent to the job you are applying for, list them. NOTE: high school graduation only needs to be included if it is mentioned as a requirement in the job posting. State your GPA if over 3.0.

When listing education include:

- List most recent education first
- Dates of attendance
- Type of degree, major, certificate
- Name of college
- Address of college

EXAMPLE:

Associates Degree in Business Administration 8/2014 – 12/2015
Southwestern College
Chula Vista, CA

- 30 units completed in Business, Accounting, Business Writing, and Economics
- Cumulative GPA 3.15

Practice Below:

Degree, Major, Certificate or Units Earned or Credits Earned	Name of College	Address of College	Dates Attended

SKILLS

The job announcement/posting tells you exactly what skills a potential employer is looking for. For the applicant with minimal work experience or the experienced applicant, it is important that your resume includes the skills listed if they pertain to you.

If your skills are not stated in other areas on your resume, you can list them. See the following example:

EXAMPLE:

RELEVANT SKILLS

- Bilingual Spanish speaker
- Strong customer service skills
- Previous supervisory experience
- Proficiency in computer software including: Word, Excel, Outlook
- Excellent communication skills

Practice Below:

Relevant skills

-
-
-
-
-
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-
-

STUDENT RESUME SKILLS AND STRENGTHS WITH NO WORK EXPERIENCE

A college student may not have work experience, but a vast amount of positive skills and attributes will be attained during college that can be noteworthy to put on a resume. The descriptive list of skills and strengths below showcases what can be achieved at Southwestern College. Utilize the ones that pertain to you while completing your resume. They will highlight your strengths and showcase your employability.

Skills

- * Locates, understands, and interprets written information such as manuals, graphs, and schedules
- * Selects ways to efficiently organize and evaluates information
- * Interprets and communicates relevant details, facts, and specifications
- * Communicates thoughts, ideas, information, and messages accurately and with reason
- * Delivers messages and presentations with clarity
- * Speaks effectively to clearly share purpose and ideas
- * Makes pertinent connections between abstract concepts with real-world applications
- * Creates documents such as: e-mails, letters, manuals, reports, graphs, and flow-charts effectively
- * Proofreads, edits, and revises documents
- * Performs basic computations accurately
- * Approaches practical problems by choosing appropriate mathematical techniques.
- * Identifies systems and their purpose
- * Values and follows essential steps to a process
- * Demonstrates creativity and innovation
- * Seeks new methods, practices and ideas from a variety of sources
- * Works productively as both a team leader and a team member
- * Leads when able and seeks help when essential
- * Completes tasks and projects independently and as part of a group
- * Coordinates and maintains schedules
- * Selects and allocates essential human and material resources

- * Adapts to situational and environmental changes
- * Monitors and evaluates project performance
- * Sets and achieves short and long term personal goals
- * Secures and meets deadlines
- * Employs valid and reliable research strategies
- * Adheres to regulations and practices affecting work
- * Keeps abreast of the most current findings and best practices
- * Understands and respects the environmental, social, and economic impacts of decisions
- * Uses word-processing and creates necessary graphics, digital imaging, and spreadsheets
- * Corresponds and markets via social media by creating web page and other correspondences
- * Utilizes, maintains, and trouble shoots current technology
- * Applies technology to enhance productivity
- * Prints, copies, and digitally shares information

Strengths

- * Creative thinker- Generates new ideas
- * Sound decision maker- Specifies goals and constraints
- * Problem solver- Effectively generates alternatives and chooses the best option
- * Preserves- Achieves goals and resolves problems
- * Life- long/Continuous learner- Uses efficient learning techniques to acquire and apply new knowledge and skills
- * Uses reasoning skills- Discovers rules or principles underlying relations and applies them when problem solving
- * Responsible and diligent worker
- * Displays self-worth
- * Self-starter
- * Models high integrity, honesty, and morals
- * Positive attitude

*Information obtained from Secretary's Commission on Achieving Necessary Skills (SCANS) and Standards for Career Ready Practice.

**This broad list although helpful, is not exclusive to a career pathway.

WORK EXPERIENCE

This section lists your work and professional experience. Begin by listing your most recent work experience first. You will include your experience by listing the following: your job title, your employer, the timeframe you worked (dates) and your job responsibilities.

If you have several years of experience working jobs in different fields, you should only list jobs within the last ten years. Prioritize those most related to the current position you seek.

EXAMPLE:

Teacher's Aide, Bonita School

8/2010-9/2014

Chula Vista, CA

- Assisted first grade students in developing and improving reading comprehension
- Led daily reading program
- Supervised students in classroom and outside setting
- Maintained a cooperative and productive relationships with students, staff, and parents

ACTION VERBS TO USE FOR YOUR RESUME

When describing your work experience on your resume, it is important to select a variety of action verbs that best summarize your skills and abilities.

Leadership/Management Skills	Communication Skills	Clerical/Detailed Skills
Administered Analyzed Advocated Assigned Attained Chaired Contracted Consolidated Coordinated Delegated Developed Directed Evaluated Executed Improved Interviewed Increased Led Managed Orchestrated Organized Oversaw Planned Prioritized Produced Recommended Reviewed Scheduled Strengthened Supervised Trained	Addressed Arbitrated Arranged Authored Communicated Corresponded Developed Directed Drafted Edited Enlisted Formulated Influenced Interpreted Lectured Mediated Moderated Motivated Negotiated Persuaded Promoted Publicized Reconciled Recruited Spoke Translated Wrote	Approved Arranged Catalogued Classified Collected Complied Dispatched Executed Facilitated Implemented Inventoried Inspected Monitored Operated Organized Prepared Processed Purchased Recorded Retrieved Screened Specified Systematized Tabulated Validated

Research Skills	Technical Skills	Teaching Skills
Clarified Collected Critiqued Diagnosed Evaluated Examined Extracted Identified Inspected Interpreted Interviewed Investigated Organized Reviewed Summarized Surveyed Systematized	Assembled Built Calculated Constructed Designed Devised Engineered Fabricated Handled Installed Maintained navigated Operated Overhauled Programmed Remodeled Repaired Solved Trained Upgraded	Adapted Advised Clarified Coached Developed Edited Enabled Encouraged Evaluated Explained Facilitated Guided Informed Initiated Inspired Instructed Motivated Persuaded Set goals Stimulated
Financial Skills	Creative Skills	Helping Skills
Administered Allocated Analyzed Appraised Audited Balanced Budgeted Calculated Computed Developed Forecasted Marketed Planned Projected Researched	Acted Conceptualized Checked Created Designed Developed Directed Established Fashioned Founded Illustrated Instituted Integrated Introduced Invented Originated Performed Planned Revitalized Shaped	Advocated Assessed Assisted Clarified Collaborated Coached Counseled Demonstrated Diagnosed Educated Emphasized Expedited Facilitated Familiarized Guided Referred Rehabilitated Represented Resolved conflicts

*Enlarged list inspired by Employment Development Department of Palo Alto, CA

YOUR PROFESSIONAL DATABASE

Listing your experience can help you stay organized. Use the space below to begin to document your information. Let's begin with your Work Experience. You will use this list to transfer to your resume.

**Don't forget to list all of your Community Service, Internships, and Volunteer Experiences.*

Job Title	Location	Responsibilities and Skills Acquired	Dates Worked (Month and Year)

TYPES OF RESUMES

When choosing your Resume format, it is important to choose a format that will emphasize YOUR skills and strengths.

Chronological:

- This is used when you have extensive work and school experience.
- Most commonly used.
- Begins with most recent education and work experience.
- Includes dates of employment, and can list career specific skills per job title.

Functional:

- This is used when you do not have a lot of work experience but have related skills to the job you are applying for.
- Include a separate skills section to highlight strengths.
- Can Omit dates and include specific courses taken which are related to job announcement.

Mixed:

- This is used when you may have gaps in employment or worked in unrelated jobs.
- Great choice for professionals who are re-entering the work force.
- Combines characteristics from both chronological and functional resumes by listing related work experience AND lists of related skills and/or courses.

RESUME TEMPLATE

This is a sample template of the functional resume. Most college students with limited work experience use this template. Plug in your information and make it applicable to your experience.

Your name

Your address

Your phone number

Your e-mail

Career Objective

(Specify Company, position, and job duties)

Professional Skills

(List those pertinent to the job you are applying for)

-
-
-
-

Education

(list most recent first)

Month/Year-Month/Year

Work Experience

(List most recent first)

Month/Year-Month/Year

ONLINE RESUME RESOURCES

- www.quintcareers.com
Provides free online sample resumes and resources including job opportunities and corporate websites.
- www.collegegrad.com
Great free resource for over 30 resume templates that are specialized to specific college majors.
- www.cacareercafe.com
Online free step by step resume guide and resume and job search resources on the Southwestern College Student Services website.
- www.rileyguide.com
The Riley Guide is a great resource for creating cover letters and provides sample cover letters and resumes.
- www.bls.gov/oco
Occupational Outlook Handbook provides job descriptions for over 100 occupations and is a great resource for completing your career objective and work experience sections of your resume.

“Do’s” AND “Don’ts” IN RESUME WRITING

Do:

- Use white paper.
- Use black ink and 10-12 inch font maximum.
- Use spell and grammar check.
- Use a clean standard font.
- Keep margins to 1 -1 ½ inch on all sides.
- Be accurate and consistent with your information.
- Only include GPA is over 3.0.
- Send with a cover letter with your resume.
- Check and recheck your dates, facts, and experiences.
- Have someone proof read your resume.
- Know what you wrote so you can explain your experience in the interview.

Don’t:

- List inaccurate facts or skills.
- Use vocabulary you cannot explain.
- Give any info on your resume regarding your race, age, marital status, religious affiliation.
- Use abbreviations unless clearly defined.
- List references on resume. Your employer will ask for them when needed.
- Send your resume and cover letter without proof reading.
- List High School Diploma or earlier education if you are a college graduate.

SAMPLE RESUME:

EXPERIENCED PROFESSIONAL – COMBINATION

Joe Smith

**900 Otay Lakes Rd.
Chula Vista, CA 91902**

[**jsmith@cox.net**](mailto:jsmith@cox.net)
619-421-6700

OBJECTIVE

Dedicated professional with 10 years experience in several aspects of Sales Management and Customer Service seeking Medical Coding position at Kaiser Permanente.

SALES & CUSTOMER SERVICE SKILLS

- Proactively acquires and builds customer relationships
- Maximizes sales goals
- Proficient in various computer software
- Excellent verbal/written communication skills
- Distinguished strengths in problem solving, troubleshooting, and account maintenance

PROFESSIONAL EXPERIENCE

T-Mobile, San Diego, CA
Retail Sales Agent

2011-Present

- Received Customer Service & Sales awards by delivering sales quota with 84% attachment rates, which exceeds company's target goal
- Surpass customer service standards, proven through customers' surveys and comments
- Identify and qualify customer needs increasing sales with a 65%-100% close rate

AT&T Mobility, San Diego, CA
Lead Sales Consultant

2008-2011

- Earned top sales leader in District through outstanding transactions of U-Verse
- Ranked 28th in the Nation in sales at AT&T
- Mentored 10-15 sales associates in the day-to-day operations of selling and customer service

TeleTech/Best Buy, San Diego, CA
Sales/Training Manager

2006-2008

- Trained new associates in proper selling techniques and product knowledge and advised of company policies
- Delivered superior service and customer satisfaction scores as evidenced through surveys and mystery shoppers
- Handled all inbound/outbound calls for sales, service, and solutions for Best Buy

EDUCATION

Medical Office Professional, Major- 20 units earned
Southwestern Community College

2014-2015

RELEVANT COURSES COMPLETED:

- Java Development
- C++ Programming
- Office Professional 1
- Medical Coding 1

SAMPLE RESUME:

WORK EXPERIENCE - FUNCTIONAL

Lisa Smith

900 Otay Lakes Rd. Chula Vista, CA 91910

(619)421-6700

lsmith@gmail.com

Career Objective

Recent college graduate with excellent customer service skills applying for Medical Office Assistant position at Sharp Hospital to further assist the medical office.

Professional Skills

- Strong customer service skills
- Computer savvy
- Knowledge of medical terminology
- Trained in front office operations
- Experience with scheduling
- Previous accounting/booking
- Bilingual in Spanish/English
- Strong writing skills

Education

Associate of Arts Degree- Medical Assistant: Administrative

6/2015

Southwestern College, Chula Vista, CA

Related Coursework:

- Microsoft Word Advanced
- Medical Coding 1 & 11
- Medical Insurance 1 & 11
- Medical Terminology
- Medical Office Operations
- Project Management

Work Experience

Customer Service Representative

6/2012-Present

AT & T, Chula Vista, CA

- Oversee front office operations
- Provide excellent customer service
- Input correspondence with the clientele
- Train new representative on office procedures and protocols

Medical Assistant Intern

8/2013-5/2014

Sharp, Chula Vista, CA

- Took vitals and roomed patients
- Assisted with front office operations
- Scheduled patient appointments
- Filed patient records

SAMPLE RESUME:

WORK EXPERIENCE - CHRONOLOGICAL

Ricky Mondura

1115 Lark Lane
San Diego, CA
(619) 421-6700
rmondura@att.net

Career Objective: Bilingual experienced teacher applying for Head Teacher Position at Southwestern College Child Development Center.

Work Experience:

Teacher, Bonita Elementary School **2/2006 - Present**

Bonita, CA

- Organize and prepared core curriculum for first and second grade students.
- Provide leadership and enrichment activities for small groups of children
- Maintain a professional relationship with parents through parent/teacher consultations

Instructor Assistant, Chaffey Middle School **8/2004 - 9/2006**

San Diego, CA

- Worked one-on-one with elementary school students with reading and homework assignments
- Assisted Teachers in implementing curriculum and outside activities
- Mentored disabled students in classroom setting
- Administered first aid treatment and other procedures and monitored students' condition

Teacher's Aide, Freese Elementary School **2/2003 - 3/2004**

Chula Vista, CA

- Assisted first and second grade children in developing reading comprehension skills
- Supervised and observed children participating in outside activities and designated field trip
- Maintained a cooperative and productive working relationship with children, staff, and parents

Education:

Southwestern College Chula Vista, CA **5/2004 - 4/2006**

Associate in Arts: Child Development and Certificate: Infant and Toddler Teacher

Skills, Abilities, Certifications:

- Current CPR and First Aid Certifications
- Bilingual English/Spanish with full fluency in written and verbal skills
- Certified in Reggio Emilia and Montessori

THE COVER LETTER

The purpose of the cover letter is to introduce you and your resume to an employer. The cover letter should also highlight those top skills that you currently have which make you the best fit for that specific organization.

SUGGESTED FORMAT

(Job Posting Address)

Street Address

City, State, Zip Code

Dear Ms. Doe:

1st Paragraph: Introduce yourself, state the position you are applying for, and tell them how you heard about the position.

2nd Paragraph: Discuss one or two qualifications you think would be the greatest interest to the employer, explain how these skills relate to the position you are applying for, and why you are particularly interested in this company.

3rd Paragraph: close by making a positive affirmation of your suitability to the position and end with “I look forward to meeting you” or any statement which states reconnecting with them during the interview.

Sincerely,

(Handwritten signature if sending) (4 spaces between Sincerely and your name)

Type Your Name

Address

Phone number

E-mail

THE E-MAIL INTRODUCTION

If you are sending your resume and cover letter as an attachment, your e-mail correspondences should introduce yourself and refer to these documents. It is important your e-mail is professional, as this too is a reflection of you and an opportunity to gain employment.

EXAMPLE:

Dear (Use names when possible):

I found a job posting on your company website. I am very interested and qualified for the position as administrative assistant.

Please see my attached cover letter and resume, which highlight my skills and qualifications.

I look forward to hearing from you regarding this opportunity. Thank you in advance for your consideration.

Kind Regards,

(Student Name)

THE THANK YOU LETTER

The thank you letter provides a courteous way to thank the employer for the opportunity to interview for the position. In addition, the thank you letter reminds the employer of your skills and qualifications and further demonstrates your professionalism. This letter should be e-mailed within 24 hours of your interview.

Your Name
Your Address
Date

Future Employer Contact Name
Company
Address
City, State, Zip Code

Dear (contact name):

1st paragraph: Thank you for the opportunity of interviewing for the _____ position. State the name of the company and mention one reason why you are excited about the position.

2nd paragraph: Mention your top two strengths and how these strengths make you a competitive and qualified applicant for this position.

3rd paragraph: It was a pleasure meeting you on (date). Thank you for your time and interest in my abilities and professional background. I look forward to hearing from you.

Sincerely,

(Handwritten Signature) (4 spaces between Sincerely and your name)

Type your name
Contact phone number
E-mail address

BUSINESS & PERSONAL REFERENCES

When selecting your references, start with a list of 3-5 professionals who can speak on behalf of your professional skills. Relatives and friends should ONLY be used if they have interacted with you professionally as your employer.

Make sure to ask if they can be contacted via phone and/or email prior to listing them. Also, notify your professional references whenever you share this contact information with a brief email or phone call. At this time, give them a brief summary of the position you are applying for and ask if they would like a copy of your resume to help with the reference check.

Reference Sheet

Your Name

Address

City, State, Zip Code

Contact phone number

E-mail

REFERENCES

Reference #1

Title

Company

Address (City, State, Zip Code)

Contact phone

E-mail

Reference #2

Title

Company

Address (City, State, Zip Code)

Contact phone

E-mail

Reference #3

Title

Company

Address (City, State, Zip Code)

Contact phone

E-mail

FINAL RESUME CHECKLIST

Overall Appearance

- Do you have at least 1-inch margins on top, bottom and sides?
- Does your resume have enough white space between sections/lines?
- Did you use 11 or 12 point typeface? (Arial is easier to read if the font is smaller than 12 point)
- Did you use just one font?
- Are you using consistent headings, boldface, punctuation and spacing throughout the document?
- Is your choice of resume format easy to read?
- Do you have zero tolerance for errors and misspellings?
- Did you eliminate artwork, fancy fonts and colored ink?

Organization

- Does the layout and organization showcase your skills and experience to your best advantage?
- Are your section headings clear and related to the target/objective of your resume?
- Did you use commonly used headings, e.g., Objective, Education, Work Experience (or similar title), Summary of Qualifications, Relevant Skills, Volunteer Experience or Related Coursework
- If you used a chronological resume format, did you list jobs, internships and other experience in reverse chronological order (starting with the most recent and continuing back in the past)
- Did you omit references?

Content

- Is it easy for the employer to see how you meet the specific job requirements/qualifications?
- Are the descriptions of your experience, skills and knowledge related to the job?
- Did you include unpaid, volunteer, internship and classroom experience as well as paid experience?
- Did you begin descriptions with an action verb?
- Did you use a variety of action verbs?
- Are your descriptions brief but specific?
- Did you use key industry words and/or words related to the job description?



***Best of luck with your job and
career search!***

If you wish to make resume updates and have our Career Counselors review it and/or further help you with a cover letter and interviewing skills, please make an appointment at the Southwestern College Career Center. Also, please visit our Career Center under the Student Services link for additional assistance with: career exploration, choosing a career/major or improving your professional skills (resume templates, cover letters, interview skills/practice, and follow-up/thank you letters).

You can also visit these websites:

www.swccd.edu/careercenter

www.collegegrad.com

Sincerely,

Southwestern College Career Center Staff