

GUIDELINES FOR RESUMES

A Resume Worksheet to Help You Get Started!

The purpose of a resume is to:

- ✓ Get *you* an interview.
- ✓ It markets *your* skills to employers.

The following is “basic” information employers look for when reviewing college level resumes. To expedite the resume writing process, gather this information before formatting your resume.

Your Name

Present Address:

Street Address
 City, State Zip Code
 Telephone (*with area code*)
 E-mail

Permanent Address:

Street Address
 City, State Zip Code
 Telephone (*with area code*)
 Cell Phone # (*optional*)

EDUCATION

Name of University: University of Wisconsin-Platteville, Platteville, WI

Date of graduation or Anticipated Date of Graduation

Type of Degree: Bachelor of Science; Bachelor of Arts; Master of Arts; Master of Science

Major(s):

Minor(s):

Emphasis/ Emphases:

Overall GPA: 3.0/4.0

Major GPA: 3.25/4.0

**Note: Your GPA is optional.*

Honors/Awards/Certifications(s):

Additional focus of study; relevant coursework:

Special skills (lab procedures, equipment, research, methodology, computer software, etc):

Study abroad or language fluency (spoken and/or written proficiency):

Briefly describe research, major paper, or special projects:

Campus activities (professional/social memberships, sports, leadership roles):

Informal education (classes, seminars and workshops outside of your curriculum):

Profiles, strengths, highlights of qualifications (pat yourself on the back!):

EXPERIENCE SECTION

On your resume, list each work experience you have held:

- in reverse chronological order (most recent first).
- Include paid, unpaid, volunteer work, and military experience (include internships/co-ops).

Remember, you may not include all of your experiences on your final draft of your resume.

Review job duties and responsibilities listings at:

- *The Dictionary of Occupational Titles*: http://www.wave.net/upg/immigration/dot_index.html
-

Position/Job Title:

Name of Employer/School/Agency, City, State

Dates of employment

NOTE: You will need the following information for your reference page:

Supervisor Name, Title

Telephone/Fax

E-mail/Company Web Address

Major duties and responsibilities (in what type of tasks or activities were you typically engaged?)

Most important accomplishments (promotions, awards, special recognitions – what did you initiate, design, or revise?)

What skills, knowledge, or insights did you acquire or improve upon?

Position/Job Title:

Name of Employer/School/Agency, City, State

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Supervisor Name, Title

Telephone/Fax

E-mail/Company Web Address

Major duties and responsibilities (in what type of tasks or activities were you typically engaged?)

Most important accomplishments (promotions, awards, special recognitions – what did you initiate, design, or revise?)

What skills, knowledge, or insights did you acquire or improve upon?

Getting Started - Resume Guidelines

While no "right" or "proper" design for resume content exists, a few guidelines for resume format are commonly accepted practices.

Resume Length

- One page is the accepted rule for resume length.
- A two-page resume should only be used if you have extensive experience or qualifications relevant to the position for which you are applying.

If you do choose to develop a two-page resume, be sure to organize your content in a manner that places the information most likely to impress an employer on the first page. If the first page is not impressive, then an employer may not even look at the second page.

Type Size and Style

A resume should always be typed with the font size between 10 point and 14 point and with absolutely no information crossed out or handwritten. In regards to the type style, use a style that is professional and easy to read. Dense styles and styles with curlicues should be avoided.

Margins

The margins of your resume serve two basic purposes:

1. First, the margins can contribute to the visual appeal of your resume. Overly narrow margins can make your resume appear jumbled, and overly wide margins can project a perception of emptiness in your resume. The standard rule of thumb is to set your margins at one inch (1") on all sides to create a well-balanced design (minimum top and bottom margins is .5").
2. If you are in a crunch for space, try decreasing the top and bottom margins slightly, but avoid decreasing the side margins. Side margins are the key to the second purpose of your resume margins, to provide your prospective employer with space to make notes on you resume.

Sentence Structure

"To the point" is how sentences and/or bullet statements should be written when constructing your resume. Sentences and bullet statements should be brief and informative rather than long and excessively descriptive.

Also, be sure that the grammatical structure of your sentences is correct and consistent. Past tense should be used when describing experiences you have already had or activities in which you have already participated.

Present tense should be used only to describe those activities you are involved in now, such as your current job. You should also avoid beginning sentences with the word "I"; the employer already knows that the resume is about you (also avoid using "me" or "my").

Word Choice

Be active in your word choice on your resume. Begin your sentences with action verbs that describe exactly what you did, or are still doing, in your experiences and activities.

***See:** Action Verbs – To Enhance Your Resume

Paper Selection & Printing

When you are ready to print the final copy of your resume, use a professional quality paper and printer:

- A bond paper with a watermark in a solid conservative color, such as white, ivory, or light gray. Dark colored paper and patterned paper should be avoided because more than one person will likely photocopy your resume for review, and dark or patterned paper does not copy well. Use 25% Cotton Bond paper, 20-24 pound weight for best results.
- A laser printer should be used to print your resume with the watermark of the stationary right-side up and face forward.
- Do not use staples when mailing your resume. Fold together to mail or use a 10" x 12" envelope (or other appropriate size envelope).

☛ **HOT TIP:** Do not rely on spell check to catch errors in your resume. Proofread your resume, and have several others proofread it as well. Errors cause your resume to go into the "circular file."

Optional Resume Headings

Objective
Career Objective
Professional Objective
Professional Affiliations (or Associations)
Relevant Courses (or Coursework)
Honors & Awards
Computer Skills
Technical Skills (or Technical Qualifications)
Technical Equipment and Abilities
Activities & Interests
Organizations
Leadership Activities
Related Experience
Co-Op Experience
Internship Experience
Professional Internships
Design Project (or Design Projects)
Teaching Experience
Practicum Experience
Major Projects & Accomplishments
Additional Information (or Additional Skills)
Volunteer Experiences and Activities
Licenses
Certification (or Certifications)
Professional Certifications
Military Service
Specialized Training
Research Experience
Publications (or Articles Published)

Laboratory Skills
Memberships
Professional Memberships
Skills Profile
Career Highlights
Education and Training
Noted Awards and Activities
Pastoral Experience
Language Skills
Additional Experience
Core Professional Strengths
Professional Experience
Computer Proficiency
Technical Employment
Software · Hardware/OS
Computer Proficiency
Other Experiences
Volunteer Experience
Seminars & Conferences
Presentations
Publications
References

Need more options?

Visit the Resource Center located in the Career Center (Ullsvik) and review:

- **Big Red Book of Resumes**
- **101 Best Tech Resumes**
- **101 Grade A Resumes for Teachers**
- **The Adams Resume Almanac**
- **The Career Change Resume**
- **Your First Resume**

Sample Resume Profile Statements

The profile is an alternative to an objective statement. It gives you the opportunity to present your strengths at the very beginning of the resume.

The objective is considered by some employers to be one of the most important parts of a resume and it should not be overlooked. It informs and serves as a focal point from which potential employers review and analyze your resume. It should be brief, clearly stated, and consistent with the accomplishments and demonstrated skills as documented on your resume. In an objective you should list the following:

1. The position title (or level of position) for which you are applying
2. The employer/company name or the type of business, industry or career area sought

Examples of an Objective:

1. *A management position in the import business with Pier1 Imports.*
2. *Position in process metallurgy/quality control.*
3. *Engineering position requiring technical knowledge in the areas of design, testing, and reliability of mechanical and electrical systems in order to produce a quality product.*
4. *A position in security in a company that will profit from my extensive experience in law enforcement.*

Attention!

Do not copy the following statements. These statements are provided as mind ticklers. Please create statements specific to you and your experiences.

- Focused and hardworking; able to troubleshoot complex problems and get the job done.
- Effective team player with exceptional communication and interpersonal skills.
- Committed to staying current on innovation in technology and computer sciences.
- Goal-oriented professional with exceptional technical knowledge and skills.
- Empathetic caregiver who is able to quickly establish rapport with patients.
- Detail oriented and thorough; dedicated to providing excellence in patient care.
- Adept at managing multiple, diverse tasks simultaneously; work well under pressure.
- Team player with exceptional interpersonal and presentation skills.
- Self-motivated manager with strong leadership and customer service background.
- Confident professional communicator with outstanding listening and presentation skills.
- Detail-oriented worker who can quickly grasp system operations.
- Analytical self-starter with a strong attention to detail and the ability to bring order to chaos.
- Highly creative, self-motivated individual with ___ years of experience.
- Good understanding of basic accounting principles and financial analysis.
- Track record of gaining greater efficiencies from existing resources.
- Able to use strong technical background to analyze complex processes and develop innovative solutions to challenges.
- Demonstrated success in project management and customer support.
- Definite abilities in leadership, planning, and organizational decision-making and team building.

Sample Resume Profile Statements

- Skilled in visualizing resourceful and enterprising solutions to problems.
- Analytical and detail-oriented problem solver with strong work ethic.
- Goal-oriented manager who enjoys a challenge and is committed to the highest quality standards.
- Comfortable working in cross-cultural environment; lived or traveled in _____.
- Demonstrated managerial competence as evidenced by rapid promotions.
- Proven leader with strong work ethic and a deep commitment to helping others.
- Personable and articulate with excellent interpersonal and communication skills.
- Well organized, able to balance priorities and work independently.
- Reliable and committed sales and marketing professional with ___ years of experience in _____ field/industry.
- Outstanding organizational and management skills; talent for seeing “the big picture.”
- Adept at establishing effective working relationships with clients and colleagues.
- Highly motivated with a strong commitment to delivering quality service.
- Known for the ability to defuse potentially volatile situations.
- Keen insight into customers’ needs and views.
- Extensive business writing experience including proposals, reviews, and marketing pieces.
- Able to take initiative, improve processes and meet time-sensitive deadlines.
- Diplomatic and persuasive; adept at communicating effectively with people of diverse interests and levels of authority.
- Proven ability to generate new leads and substantially increase sales.
- Enthusiastic; creative team player with strong problem solving and organizational skills.
- Skilled at developing long-term relationships with clients generating loyalty above and beyond the sales relationship.
- Aggressive problem solver; able to conceptualize and implement innovative solutions.
- Proven sales leader with positive attitude and commitment to integrity.
- Optimistic team player with the ability to get along well with everyone.
- Quick learner who is open to change and new learning opportunities.
- Dedicated manager with a strong work ethic and the ability to build lasting client relationships.
- Able to motivate employees to perform to their maximum potential.
- Exceptional organizational and planning skills; adaptable; enjoys new challenges.
- Skilled in applying a logical common sense approach to seeking practical solutions.
- Self-motivated and energetic; comfortable working independently with little supervision.
- Results-orientated marketing professional with exceptional analytical and organizational skills.
- Skilled in combining quality and service to ensure exceptional analytical and organizational skills.
- Able to prioritize assignments, work independently and cooperate as a team player.
- Experienced IT manager and programmer who thrives in a fast-paced, constantly changing and challenging environment.
- Aptitude for numbers and skilled in math, organization, and reasoning.
- Dependable and meticulous; can see “the big picture” without getting lost in small details.

ACTION VERBS – To Enhance Your Resume

When promoting yourself, you must express your skills, assets, experience, and accomplishments in an active voice, using a concise manner, which is easy and straightforward. Begin each descriptive section in your resume with an Active Verb. The following is a simple list, create your own that reflects your discipline and skills.

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills
Administered	Addressed	Clarified	Assembled	Adapted	Administered
Analyzed	Arbitrated	Collected	Built	Advised	Allocated
Assigned	Arranged	Critiqued	Calculated	Clarified	Analyzed
Attained	Authored	Diagnosed	Computed	Coached	Appraised
Chaired	Corresponded	Evaluated	Designed	Communicated	Audited
Contracted	Developed	Examined	Devised	Coordinated	Balanced
Consolidated	Directed	Extracted	Engineered	Developed	Budgeted
Coordinator	Drafted	Identified	Fabricated	Enabled	Calculated
Delegated	Edited	Inspected	Maintained	Encouraged	Computed
Developed	Enlisted	Interpreted	Operated	Evaluated	Developed
Directed	Formulated	Interviewed	Overhauled	Explained	Forecast
Evaluated	Influenced	Investigated	Programmed	Facilitated	Managed
Executed	Interpreted	Organized	Remodeled	Guided	Marketed
Improved	Lectured	Reviewed	Repaired	Informed	Planned
Increased	Mediated	Summarized	Solved	Initiated	Projected
Organized	Moderated	Surveyed	Trained	Instructed	Researched
Planned	Motivated	Systematized	Upgrades	Persuaded	
Prioritized	Negotiated			Set goals	
Produced	Persuaded			Stimulated	
Recommended	Promoted				
Reviewed	Publicized				
Scheduled	Recruited				
Strengthened	Spoke				
Supervised	Translated				
	Wrote				

Even More ACTION VERBS...

Creative Skills	Helping Skills	Administrative or Detail Skills	Information Skills	Leaderships Skills	Problem- Solving Skills	Teamwork Skills
Acted	Assisted	Approved	Catalogued	Appointed	Analyzed	Accomplished
Conceptualized	Assessed	Arranged	Clarified	Approved	Applied	Assisted
Created	Clarified	Catalogued	Classified	Arranged	Calculated	Collaborated
Designed	Coached	Classified	Compiled	Assessed	Compiled	Coordinated
Developed	Counseled	Collected	Composed	Assigned	Consulted	Corroborated
Directed	Demonstrated	Compiled	Conveyed	Authorized	Corrected	Dispatched
Established	Diagnosed	Dispatched	Copied	Carried out	Created	Encouraged
Fashioned	Educated	Executed	Corrected	Chaired	Critiqued	Explained
Founded	Expedited	Generated	Defined	Coached	Designed	Followed
Illustrated	Facilitated	Implemented	Documented	Completed	Developed	Helped
Instituted	Familiarized	Inspected	Gathered	Conducted	Diagnosed	Positive
Integrated	Guided	Monitored	Informed	Consulted	Discovered	Shared
Introduced	Referred	Operated	Kept records	Delegated	Dissected	Met goals
Invented	Rehabilitated	Organized	Memorized	Demonstrated	Examined	Team built
Originated	Represented	Prepared	Proofread	Determined	Explored	Volunteered
Performed	Serviced	Processed	Questioned	Devised	Problem – solved	
Planned	Supported	Purchased	Reviewed	Directed	Proposed	
Published	Tended	Recorded	Specified	Enlisted	Researched	
Revitalized	Tutored	Retrieved	Studied	Facilitated	Resolved	
Shaped		Screened	Surveyed	Headed	Revised	
		Specified	Tabulated	Initiated	Searched	
		Systematized	Tested	Launched	Studied	
		Tabulated	Verified	Motivated	Tracked	
		Validates		Negotiated	Troubleshoot	
				Nominated	Uncovered	
				Presided		
				Started		

Electronic Resumes

The electronic methods most commonly used include:

- Scanning of Resumes
- E-mail Resumes
- On-line Applications or Resume Forms
- Internet Home Page Resumes

HOT TIPS!

✓ Your resume will remain in the database longer than a paper copy. Keep records of where you submit your resumes and update your information with those companies.



Tips for Electronic Resumes

1. Use a plain font. Use a standard serif typeface, such as Courier, Times, Arial, Universe, or Futura. Simplicity is key.
2. Use 11 to 14 point type sizes.
3. Keep your line length to no more than 65 characters (letters, spaces, and punctuation).
4. Do not use graphics, bullets, lines, bold, italics, underlines, or shading.
5. Use capital letters for your headings.
6. Justify your text to the left.
7. Use vertical and horizontal lines sparingly. Lines may blur your type.
8. Omit parentheses and brackets, even around telephone numbers. These can blur and leave the number unreadable.
9. Use white paper and black type.
10. Use a laser quality printer.
11. Print on one side of the paper only.
12. Don't compress space between letters. Use a second page rather than pack everything into one page and have it scan unclearly.
13. Do not staple pages of a resume together.
14. Use industry "buzz words." Searches often look for industry jargon.
15. Place your name as the first text on the resume. Do not put anything else on that line.
16. Fax resumes on the "fine mode" setting. It is much easier to read than the "standard mode" setting.
17. Do not fold your resume. A crease makes scanning—and retrieving—difficult.
18. If you are sending your resume in the body of e-mail, do not distinguish between pages, as the full e-mail will downloaded into the database as one sheet.
19. Don't send a resume as an e-mail attachment unless you are specifically instructed to do so. Many employers discard unsolicited attachments. **However**, if you are asked to send your resume as an attachment, confirm with the prospective employer if you should send it as a RTF (Rich Text Format) and make sure there's spacing between your sections before sending.

(By: Mary Lebeau – JobWeb at www.jobweb.com)

HOT TIPS!

- ✓ If it's a Fortune 1000 company, it's a safe bet they use scanning technology.

DAWN A. SUPERWORKER

Present Address:

111 North Water Street
Platteville, WI 53818
(608) 342-1234
superworker@uwplatt.edu

Permanent Address:

333 Lutefisk Drive
Wonewoc, WI 53968
Cell: (608) 778-1234
superd@hotmail.com

SUMMARY

- Responsible, team-oriented self-starter with strong communication skills.
- Experienced with high-profile budget concerns and conflict resolution.
- Proven ability to handle high-pressure situations successfully.

EDUCATION

University of Wisconsin-Platteville, Platteville, WI

Bachelor of Science, Anticipated Date of Graduation: May 2007

- Major: Business Administration
- Emphasis: Human Resource Management
- GPA in Major: 3.6/4.0

University of Wisconsin-Richland, Richland Center, WI

Associate of Arts & Sciences, May 2005

RELATED EXPERIENCE

Student Housing, University of Wisconsin-Platteville, Platteville, WI Fall 2004 - present

Resident Assistant, Wilgus Hall

- Act as resource person for 30 residence hall students.
- Enforce university policies, facilitate group interactions, and resolve conflicts.
- Provide programming to residents, including career and wellness presentations.
- Staff front desk to assist students and answer questions.

Lands' End, Dodgeville, WI

Customer Sales Representative (Seasonal)

Oct. 2004 - Jan. 2005

- Received phone orders, inquiries, and transfer calls.
- Answered questions on company policies, products, and distribution.
- Provided customer assistance to resolve problems.

Pioneer Involvement Center, University of Wisconsin-Platteville

Sept. 2004 - Jan. 2005

Assistant Homecoming Chair

- Assisted with allocation of funds from budget of over \$10,000.
- Reviewed proposals to determine best use of student fees.
- Resolved disputes regarding funds for activities.

AWARDS AND HONORS

Dean's List, Chancellor's List, Phi Kappa Phi Honor Society, Leadership Excellence Award

ACTIVITIES AND INTERESTS

- Society for Human Resource Management (SHRM): Member, Fall 2004-present
- Orchard Manor Nursing Home: Volunteer for Bingo Games, Fall 2004-present
- Interests include: cross-country skiing, volleyball, mountain biking.

JANE D. INSTRUCTOR

122 Windy Drive, Apt. 333

Platteville WI 53818-0123

Phone: (778) 555-1101 — Email: jdinstructor@uwplatt.edu

Objective Bilingual Kindergarten Teacher

Certification Early Childhood – Middle Childhood (Birth – Age 11)
Adaptive Education
Spanish

Education

University of Wisconsin-Platteville, Platteville WI

Bachelor of Science, Expected May 2006

Major: Elementary Education

Minors: Spanish

Early Childhood and Special Education/Inclusion

- Chancellor's Honors; Dean's Honors, Liberal Arts and Education
- Platteville Early Childhood Association: Member, January 2004 – present
- Kappa Delta Pi, International Honor Society in Education: Inducted April 11, 2005

Field Experience

Kindergarten through 3rd Grade, Chicago Public Schools, Chicago IL January – June 2005

- Planned developmentally appropriate activities following weekly themes and organized materials for thematic units in various areas
- Implemented positive classroom management strategies
- Used basal and literature-based reading programs
- Communicated with parents through a weekly newsletter

Related Activities

ESL, O.E. Gray Early Learning Center, Platteville WI Spring 2004

- Worked with adults from other cultures (China and Mexico)
- Assisted a group of adults in achieving their goal of receiving a GED

Even Start, Platteville WI Fall 2003

- Worked with children from low-income families
- Coordinated games and other activities for the children

Volunteer & Leadership Experiences

Children's Center, UW-Platteville, Platteville WI Fall 2003 – Spring 2004

- Co-presented a session at UW-Platteville's Early Childhood Conference (*November 2003*)
- Worked in a collaborative setting with a team of four multilevel teachers with students ages birth to 7 years

St. Mary's Parish, Platteville WI 1995 – 2003

- Served as summer Sunday School Teacher for grades 1st through 5th

Computer Skills

Computer: Microsoft Office 2003 (Word, Excel, PowerPoint)

Web: Dreamweaver (web page design)

Portfolio

View teaching portfolio at: www.jdinstructor/portfolio

*Certification/Licensure Questions:
DPI Website at www.dpi.state.wi.us/
Or, contact Vicky Suhr at 608.342.1130,
suhr@uwplatt.edu*

ISAAC B. GOLDBURG

922 Campus Road, Platteville, WI 53818
(608) 723-6354 ~ Email: IBGold@uwplatt.edu

OBJECTIVE: To secure a professional position in mechanical engineering.

EDUCATION:

University of Wisconsin-Platteville, Platteville, WI
Bachelor of Science, May 2005

Major: Mechanical Engineering (ABET Accredited) GPA: 3.75/4.0

Minor: Business Administration

Chancellor's List (three semesters)

*Financed 100% of college education

Dean's List (six semesters)

ENGINEERING EXPERIENCE:

Chipsoft, Fennimore, WI

January 2004 – August 2004

Technical Aide Co-Op, Commercial Graphics R&D Laboratory Division

- Worked directly with Chipsoft Engineers in the Commercial Graphics Adhesives Division
- Mixed new formula adhesive mixtures with characteristic additives.
- Blade coated adhesives into spread form on liners and laminated film covering.
- Screen printed samples involving both oven drying and U.V. curing of inks.
- Tested samples including ply adhesion, rivet tenting, x-gashing, film shrinkage, gerber test, tensile and elongation, weathering-accelerated and outdoor, electrocuting, and weeding.
- Maintained a technical notebook on all projects performed.

OTHER EXPERIENCE:

NatureFun Council Summer Camps, locations in WI and MN Seasonal: 1998 – 2003

Camp Program Director, Sr. Program Specialist

- Designed and implemented an extensive outdoor initiatives program that served thousands of customers each summer through a multi-tier program schedule.
- Provided leadership and direction from the camp's conception to implementation.
- Recruited, hired, trained and supervised a multi-ethnic and gender camp staff.
- Administered employee performance reviews, motivated work force to exceed standards for customer service, and fostered teamwork and collaboration in a non-threatening, progressive environment.
- Recruited record numbers of campers through a strategic marketing plan. In 1999, camp attendance reached an all-time high of more than 6100 participants, making it one of the largest camps of its kind in the United States.

COMPUTER SKILLS:

AutoCAD 14; Quattro Pro; Pascal; Fortran; HTML; Corel WordPerfect

Microsoft Office 2003: Word, Excel, Access, PowerPoint

ACTIVITIES AND INTERESTS:

- American Society of Mechanical Engineers (ASME), UW-Platteville: Member (Fall 2002-present)
- Association for Computing Machinery (ACM), UW-Platteville: Member (Spring 2003-present)
- Alpha Lambda Delta National Honor Society, UW-Platteville: Inducted Spring 2003
- Alpha Phi Omega National Service Fraternity, UW-Platteville: Member (Spring 2003-present)
- Intramural Sports: basketball, soccer, baseball

JAMES DARIEN

345 W 3rd St #42
Platteville WI 53818
Cell: (608) 778-0001
Email: DarienJA@uwplatt.edu
Website: www.jadarien.com

OBJECTIVE

To obtain a position as a Marketing Management Trainee

EDUCATION

University of Wisconsin-Platteville, Platteville WI

Bachelor of Arts, May 2006

Major: Economics

Minor: English

GPA in Major: 3.45/4.0 Overall GPA: 3.21/4.0

RELEVANT COURSES

Management Science

International Economics

Labor Economics and Labor Relations

Digital Imaging

Publication Graphics

Interpretation of Business and Economic Data

INTERNSHIP EXPERIENCE

Lewis & Clarke Advertising Agency, Dubuque IA

Summer 2005

Marketing Assistant

- Coordinated the public information campaign for the Mississippi Guard 25th Anniversary event
- Managed and expanded the Community Relations Program designed to foster good business relations
- Assisted Marketing Manager in promotion, product development, and demographic analysis

Paterno Marketing, Galena IL

Summer 2004

Marketing Assistant/Telephone Interviewer

- Co-organized marketing plan for new telemarketing promotion, "Up With The Sun"
- Wrote and designed brochures and other publications for various marketing plans
- Assisted in planning and implementing public relations/public information campaigns

OTHER EXPERIENCE

Design Services, Pioneer Involvement Center, UW-Platteville, Platteville WI

Student Designer

Fall/Spring 2003-present

- Create layout for posters, flyers, buttons, banners, brochures, and newsletters
- Assist with promotional campaigns for student organizations and campus events

White Hen Pantry, Evansville WI

- Cashier and lead host at popular summer resort

Summer 2003

COMPUTER SKILLS

Graphic Software: Photoshop, Illustrator, Quark, Dreamweaver

Software: Microsoft Office 2003 (Word, Publisher, PowerPoint, Picture Manager, Excel, Access)

- Proficient using both PC and MAC platforms

LEADERSHIP ACTIVITIES & INTERESTS

Pioneer Football Team, UW-Platteville: Member, Fall 2002 – present

- Team Captain: 2004
- Most Valuable Offensive Lineman: 2004, 2003
- All WIAC 1st Team: 2003

UW-Platteville Service Club: Member, Fall 2003 – present

Eagle Scout: 1999



Resumes Win Interviews, but...

REFERENCES Win Job Offers

“References Available Upon Request.” Those four little words, usually printed on the bottom of a resume, have cost job seekers many opportunities.

Offering references in itself poses no danger. The risk arises when a hiring manager calls them:

- A former supervisor may not be with the company anymore.
- Your last boss may sound hesitant when asked to talk about your experience.
- A former co-worker may not even remember who you are.
- “Company policy prohibits us saying anything. We can only verify dates of employment and position title.”
- “Are you certain he/she gave my name as a reference?”
- “We miss him/her so much. Too bad he/she was let go.”

***Note:** These replies are more common than you might think, and they can kill a job offer.

➔ Prospective employers utilize the process of checking references as a method to validate your skills and abilities for a particular position. The employer's goal when contacting one of your references is to gain some additional insight about your work ethics and capabilities

➔ Your job in obtaining references is to make sure your references present the very best about your attributes and abilities. Employers will vary in their requirements regarding the number and type of references you provide, as well as when they request reference information.

➔ References are one part of your job search over which you have complete control. The following steps may help you develop an enthusiastic panel of supporters.

More career tips available at:
www.resumemagic.com

Basic Guidelines:

- Identify potential individuals to use as a reference early in your college career. Get to know your professors and advisors and let them get to know you. Impress them!
- DO NOT offer anyone's name as a reference unless you have that person's permission to do so.
- Your potential list of professional references should include a balance of employer and academic references. Use caution if considering using personal references.
- Plan to acquire three to five references. If you are applying for several different positions you may need to select which references best support your abilities for the position you are applying.
- DO NOT ask someone to serve as a reference for you if you're not confident in his/her ability to write or respond positively, as well as in a timely manner, about your abilities to a prospective employer.
- If you are currently employed, do not use your current employer on your list of references. Your current employer should serve as a confirmation of your abilities at the time of an employment offer. Let your other references get you to this point.
- It is not necessary to include the line "References Available Upon Request" at the bottom of your resume. It is understood that you will supply a list of references upon request. Do not send the reference page with your resume unless requested to do so.

Types of References

· Employment · Professional · Academic · Personal

Checklist for Asking Someone to Serve as a Reference:

- ✓ Ask for permission and verify their position and contact information. For example, "Would you be willing to serve as a reference for me as I pursue my job search? Yes, thank you and let me confirm your position title and business address."
- ✓ Tell the person why you want him/her to be one of your references. Emphasize what the individual knows about your skills and abilities.
- ✓ Tell him/her what career path you are pursuing and what information you feel would be valuable to share with a prospective employer. Provide a copy of your resume.
- ✓ In most cases, your references will be contacted by phone or will be sent a form to complete. It is usually not necessary for the reference to write a letter for you (exception: Education majors).
- ✓ If you are required to supply letters from your reference, tell them when you need the reference. Give adequate time to write a letter of recommendation, preferably two weeks. You may need letters of recommendation at the time you apply for a position or they may be requested at a later time during the employment process. If you are asking the individual to mail a letter of recommendation, be sure to provide a self-addressed envelope or a correct e-mail address.
- ✓ When possible, provide your reference contact with a description of the job you are applying for and how you feel you meet or exceed that criteria. Make sure he/she knows what you expect from the recommendation. For example, insight into your professional growth in a certain area.
- ✓ Thank your references. A definite word of thanks or a written note is the correct follow-up. Keep them posted throughout your employment process. A call from a prospective employer should not be a surprise to any of your references. It should be expected so they are adequately prepared to respond with facts and specific examples about your abilities. Be sure to let them know your final destination or whether you are still active in the job search process.
- ✓ Make sure your references know if you have had a name change since your affiliation with them.

Reference Checks: Questions Prospective Employers Ask



The following is a sampling of questions that employers and recruiters may ask when checking references:

- Your official title and job responsibilities/duties (dates of employment and eligibility for rehire)
- Your major weaknesses and strengths
- Your overall job performance and quality of work
- How you compare to other employees in similar positions
- Your ability to get along with management, co-workers (clients, customers)
- Your major accomplishments
- Whether or not they recommend you for the type of job you're seeking
- If you held any other positions in the company and if you were promoted
- Why you left the company
- Your ability to be a team player and self-starter
- Your communication skills
- Your moral character (integrity, honesty)
- If personal problems ever affected your work
- To rate your overall job performance on a scale of 1 to 10
- Technical skills (if applicable)
- Questions based on information in your resume (that an employer is likely to ask about)

Two Critical Questions:

1. Would they like to say anything more about you?
2. Would they hire you again?

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