

RESUME BUILDER

Resume booklet to create or update your resume



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OVERVIEW

Resumes are one of the most important documents when looking for a job. The resume is a marketing document that communicates to employers your experience, skills, education and accomplishments.

This booklet is intended to help you create or update your resume. A editable template is also available to download.

How to use this booklet:

- Use the Resume Tips to enhance your resume.
- Think about your work history and use the skills lists to identify your soft skills and technical skills. These skills can be used in the resume skills lists at the top of the resume or to enhance your achievement sentences.
- Read through the Achievement Sentences page and work on building sentences that show what you can bring to an employer.
- Check out the example resume to see how achievement sentences can be developed and view a very basic resume structure that works.
- Use the template in the booklet and the notes page to begin writing down your ideas.



RESUME TIPS



- For privacy reasons only add your city, state, phone and email. You do not need to add your full address.
- Make sure your email address and cell phone voicemail is professional. Double check that your voicemail has room for messages.
- Focus on the last 10 years of your work history and especially the last 5 years. If you have not worked in the last 5 years, then focus on your last job.
- Remember to have someone read your resume for spelling and grammar.

- Try to keep your resume to 1 page. If you have a long work history you can go to two pages.
- Along with task oriented sentences, add in achievement oriented sentences. (see page 4)
- The top 1/3 of the resume is the most important. Make sure any experience you want the employer to see is in this section.
- Create a skills list at the top of the resume to highlight your experience that is based on the qualifications on the job description.

SKILLS LIST

Check off the skills that you have experience in.

Soft Skills

- ☐ Adaptable
- ☐ Creative
- ☐ Critical Thinking
- ☐ Leadership
- ☐ Planning
- ☐ Writing
- ☐ Organized
- ☐ Communication
- ☐ Attention to Detail
- ☐ Teamwork
- ☐ Collaboration
- ☐ Independent
- ☐ Trouble shooting
- ☐ Work Ethic
- ☐ Initiative
- ☐ Dependable
- ☐ Persistence
- ☐ Interpersonal skills
- ☐ Open Minded
- ☐ Strategic

Technical Skills

- ☐ Bilingual
- ☐ Able to work with hand tools
- ☐ Computer Skills
- ☐ Management Experience
- ☐ Project Management
- ☐ Administrative Skills
- ☐ Construction Skills
- ☐ Food Service Experience
- ☐ Food Handler's Card
- ☐ Automotive Skills
- ☐ Caregiving or Healthcare Experience
- ☐ Electrical Skills
- ☐ Social Media / Marketing Skills
- ☐ Sales Experience



ACHIEVEMENT SENTENCES

Task oriented sentences show that you meet the job description's preferred experience. Achievement oriented sentences give the employer a greater picture of how you stand apart from those that have the same experience as you.

For example, if you are applying to an administrative assistant job, you might have some sentences that look like this,

- Scheduled and coordinated meetings for executive level leaders.
- Answered phone and greeted customers.
- Filed documents and filled out paperwork accurately.

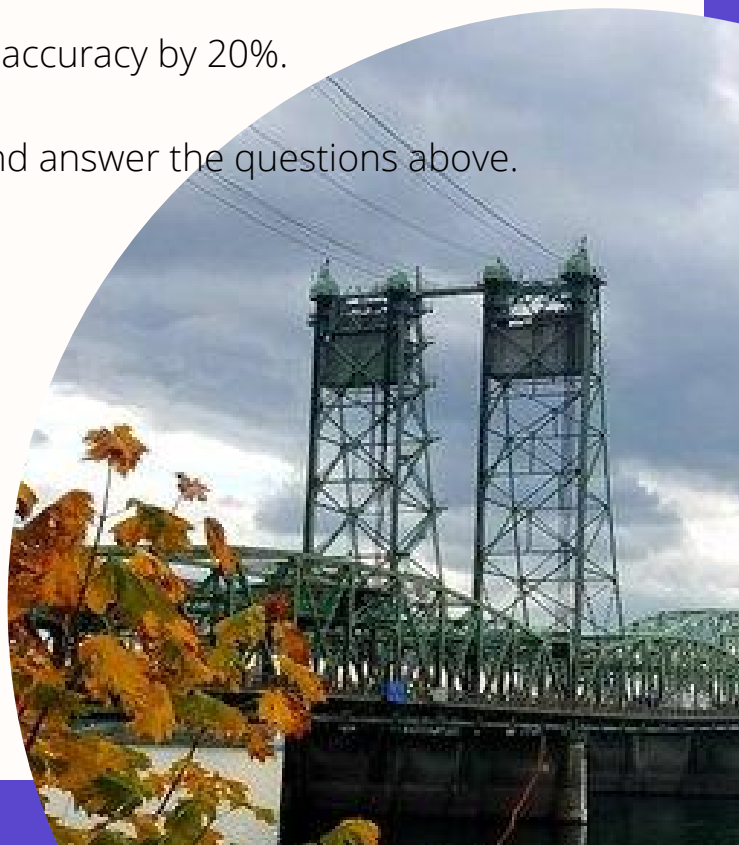
To turn them into achievement oriented sentences you can ask yourself the following questions and think about how you can add in numbers, percentages or dollars:

- What did I increase or decrease when I started the job.
- What did I help the company save time, money, resources on.
- What did I bring to the organization that wasn't there before or what did you improve.

By answering these questions the sentences could end up looking like this:

- Scheduled and coordinated on average 50 meetings a month that included one-on-one meetings and large group meetings.
- Increased our customer service score by 30% by making sure customer's needs were met before they left.
- Developed a new filing system which increased accuracy by 20%.

Now it's your turn. Think about one of your jobs and answer the questions above.



RESUME EXAMPLE

Stefani Rogan

xxx@xxx.org

360-xxx-xxxx

PERSONAL STRENGTHS

- Thrives in diverse and challenging environments
- Supportive and encouraging team member
- Organized and detail oriented
- Ability to create and maintain positive relationships with clients and students
- Working with a team to meet goals
- Comfortable working with diverse populations
- Exceptional Microsoft Office Suite skills
- Passionate about and driven to help others
- Excellent listening skills
- Multi-tasking in an office setting

RELATED SKILLS AND QUALIFICATIONS

- Created and taught ESL lesson plans for students in elementary, middle, and high school
- Adjusted class lessons for all English skill levels, ranging from beginning elementary to advanced high school
- Created daily, weekly, monthly, and term evaluations and comprehension quizzes
- Class subjects taught were speaking, writing, reading, listening, extra reading, and grammar
- Provided fun and educational games to encourage use of the English language
- Greeted and assisted visitors and clients
- Provided job searching assistance to job seekers which included finding job leads, teaching interview skills, and online application guidance
- Created and rewrote resumes for program participants
- Taught basic resume requirements and templates
- Managed a large computer database of program participants for a non-profit
- Interviewed, enrolled, and provided community resources and referrals for job seekers
- Documented all participant activity in case notes and kept profiles active
- Completed all administrative office functions such as mailing, faxing, scanning, and all MS Programs

WORK HISTORY

Employment Coordinator - Goodwill Job Connection	Vancouver, WA	Oct. 2016 - Present
Bartender - Persimmon country club	Gresham, OR	June 2016 - Oct. 2016
English Teacher- Phatthalung High School	Phatthalung, Thailand	Oct. 2015 - April 2016
English Teacher- EG Language School	Jeonju, South Korea	June 2014 - July 2015
Membership Sales- Hand and Stone Spa	Vancouver, WA	March 2013 - June 2014
Executive Assistant- Moulding and Millwork	Portland, OR	May 2012 - Sept. 2012
Icecreamologist - Baskin Robbins	Moscow, ID	May 2006 - May 2012

EDUCATION

B.S. Psychology 2012	Pullman, WA	Washington State University
TEFL/TOEFL/TESL 2014	Portland, OR	Oxford Seminars
Wildlife Management and Conservation	Kenya/Tanzania	The School for Field Studies
Semester abroad 2012		

VOLUNTEER EXPERIENCE

Catholic Charities - Refugee Summer Camp Assistant Teacher	July 2013
Lutheran Community Services Northwest- Refugee Mentor	2013
Highgate Senior Living- Animal Therapy Intern	2010-2011

FUNCTIONAL TEMPLATE

Functional Resume - This resume format is typically used if you have not been consistently working over the last 5-10 years or are returning to work after a long break.

First Last

Vancouver, Washington 98XXX
360-XXX-XXXX / email@email.com

KEY QUALIFICATIONS

(Target these talents toward the job posting Requirements/desired skills. Use Qualifiers, like number of years or customers served, whenever possible)

-
-
-
-

RELEVANT EXPERIENCE

Skills Used (Example: Customer Service Skills – Ability to work well with others)

- This is not just a list of duties performed, focus on your skills and accomplishments here
-
-
-

Skills Used (Example: Technical Skills – Microsoft Office Suite)

- This is not just a list of duties performed, focus on your skills and accomplishments here
-
-
-

WORK HISTORY (Employment and/or Volunteer experience)

Job Title	Company Name	City/State	Mo/Year - Mo/Year
Job Title	Company Name	City/State	Mo/Year - Mo/Year
Job Title	Company Name	City/State	Mo/Year - Mo/Year
Job Title	Company Name	City/State	Mo/Year - Mo/Year

AWARDS, ACCOMPLISHMENTS, EXTRACURRICULAR ACTIVITIES

(No need to stick to format, can be in sentence or bullet form)

Activity/Award	Company Name	City/State	Mo/Year - Mo/Year
Activity/Award	Organization	Providing Award Name	Mo/Year - Mo/Year

EDUCATION

(List most recent education first. If attended college, no need to list HS)

Degree	School Name	City/State	Mo/Year (Date Graduated or Expected Graduation)
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Relevant Coursework: (classes completed that relate to the position you are applying for)

HYBRID TEMPLATE

Hybrid Resume - This resume format is typically used if you have been working consistently over the past 5-10 years.

First and Last Name

City, State Phone: xxx-xxx-xxxx Email: email@email.com

Industry Position Title

Experienced production worker with over # years of experience in _____ industry.

Skills _____	Skills _____	Skills _____
Skills _____	Skills _____	Skills _____
Skills _____	Skills _____	Skills _____

Employment History

Position Title

Company Name *City, State* *Year - Year*

- Write out 3-5 sentences of work tasks or accomplishments.

- _____
- _____
- _____

Position Title

Company Name *City, State* *Year - Year*

- Write out 3-5 sentences of work tasks or accomplishments.

- _____
- _____
- _____

Position Title

Company Name *City, State* *Year - Year*

- Write out 3-5 sentences of work tasks or accomplishments.

- _____
- _____
- _____

Position Title

Company Name *City, State* *Year - Year*

- Write out 3-5 sentences of work tasks or accomplishments.

- _____
- _____
- _____

Education and Certifications

Certificate, Degree	School	City, State
Certificate, Degree	School	City, State

NOTES