

How to Write a ResumePersonal Data:

Your Full Name  
 Number and Name of Street  
 City , State and Zip Code  
 Telephone Number

*(Do not include personal data such as height, age or marital status)*

Career/Occupational Objective:

In a sentence or two, name your field of specialization or related fields, and the job position you prefer. Include a specific job title whenever possible. For example: "Sales representative in an internationally-oriented firm in the field of marketing" or "Administrative assistant".

Skills/Capabilities:

List any skills or capabilities which you think would make you qualified for the job. For example, if you are applying for a secretarial job, you would want to state your typing speed, whether you have experience with any word-processing programs or spread sheets, phone answering skills, etc.

Experience:

Include your full-time work experience chronologically, listing the most current first. If you have just completed your schooling, your actual work experience is probably limited to part-time summer jobs and may seem to have no connection to your present job goal. Nevertheless, make note of it because it may be significant to an employer to know that you have been ambitious enough to work your way through school. If possible, do not leave unexplained gaps in your work history. Employers often use your job history as an indication of whether or not you might be a desirable employee. If you have left the work force at various times to go back to school, or to raise children indicate this.

Give the name and location of the company you were with, the title of your position there, and the length of your employment. Describe your duties, **pointing out aspects of the work that might be pertinent to the job you are seeking.**

A varied or complicated job history (i.e., one in which you have held a number of part-time jobs) might show to better advantage in a functional rather than a chronological arrangement. List different areas of expertise. Under each heading give a brief paragraph detailing particular skills or responsibilities you have had. Company names, job titles and dates are optional in this format.

Education:

Give the details of your education and training, and state the name and location of each school, dates of your attendance, dates of graduation, and diplomas or degrees earned. Include the name of your curriculum or major, and specifically mention courses or areas in which you excelled or that have special relevance to your potential employer. You may include high school if you wish.

Activities/ Organization or Associations:

This section should reflect such items as student organizations of which you are a member, any offices held, professional or honorary societies, athletic or scholastic honors, community projects, committee assignments, volunteer work, and professional affiliations relevant to the job for which you are applying. Only include hobbies if you lack formal training in your desired job area. Include those things that can be a positive comment on your character and personality .

References:

It is always a good idea to have a list of the names of people who can provide objective, professional judgments about your competence. However Do not list them on your resume. Instead include a simple statement such as: "References are available upon request." Keep a list of reference contacts for your own records: complete name, job title, company name and phone number. If your job application or potential employer requests your references, provide the information on a separate sheet entitled "References" along with your resume. Be sure to keep this information up-to-date: bosses can change jobs as often as employees!

Please note: Many state and federal regulations exist to prohibit employers from discrimination against job applicants on the basis of age, race, sex or disability.

# SAMPLE RESUME

Michael A. Maus  
123 Edam Lane  
Los Angeles, CA 90146  
(213) 555-4122

Career/Objective: Public relations representative for a large international entertainment company.

Skills/Capabilities: Speaking knowledge of French and Japanese.  
Traveled widely in Europe and Japan.  
Excellent interpersonal skills..

Experience:

1/1993 to present  
Walt Disney Studios  
500 S. Buena Vista  
Burbank, CA 91504

Marketing/Sales Intern. Responsible for revising ad copy for publication in local and national newspapers. Purchased air time from local radio and television stations. Under supervision of division head, co-coordinated public appearances of company representatives at charitable events.

12/1990 to 1/1993  
Disney Store  
Century City Shopping Mall  
Century City , CA 90212

Assistant Store Manager. Supervised staff of 3-5 clerks during store hours. Helped Store Manager co-ordinate staff schedules. Responsible for ordering and maintaining store display of sportswear items. Handled customer complaints and special requests.

9/1989 to 12/1990  
Library  
Los Angeles City College  
Los Angeles, CA 90029

Student Assistant. Staffed public service periodicals desk. Assisted patrons in retrieval of magazines and newspapers. Checked out items to patrons. Shelved magazines and newspapers in closed stacks.

Education:

1/1991 to 6/1993  
University of Southern California  
University Park  
Los Angeles, CA 90089

BA. in Film Studies. Minor in Business and Marketing. Graduated *Magna Cum Laude*.

8/1989 to 12/1990  
Los Angeles City College  
955 N. Vermont  
Los Angeles, CA 90029

AA. in Business Administration.

1/1991 to 6/1993  
Burbank High School  
902 N 3rd  
Burbank, CA 91505

Activities/Organization: Member of Burbank City Junior Council. Organized fund-raising events for local charities.  
Burbank High Glee Club. Participated in holiday concerts and visits to patients in AIDS hospice.

References: Available upon request.

This is a sample only. Most employers will find larger print easier to read. Use two pages for your resume if needed.