# Resumé Writing Outline

**Type of position I am applying for:** _____

## Contact Information:

- Street address
  (including city, state, zip code)

- P.O. box
  (including city, state, zip)

- Home telephone number
  (with area code)

- Cell phone number
  (with area code)

- Message phone number (with area code)

- Job-search email address
  (no sex, profanity, etc.)

- Webpage/LinkedIn account

## Summary Statement:

Job title:

Important skills:

Industry:

Years of experience:

Degrees/certifications/licenses:

Language skills:

Management style:

Accomplishments:

Summary Statement: _____

_____

_____

_____

## Skills Summary:

- List skills that most relate to the job target
- Easy-to-read format (i.e., columns)
- Include 9–15 skills:

| | | |
|---|---|---|
| 1. | 6. | 11. |
| 2. | 7. | 12. |
| 3. | 8. | 13. |
| 4. | 9. | 14. |
| 5. | 10. | 15. |

# Resumé Writing Outline (continued)

## Experience:

- Full- or part-time employment
- Paid or unpaid internships
- Volunteer work
- Temporary positions

Job title:_____     Employer or organization:_____

Location (city/state):_____     Dates: _____

Duties and accomplishments (don't forget to add action verbs and numbers):

_____
_____
_____
_____
_____


Job title:_____     Employer or organization:_____

Location (city/state):_____     Dates: _____

Duties and accomplishments (don't forget to add action verbs and numbers):

_____
_____
_____
_____
_____


Job title:_____     Employer or organization:_____

Location (city/state):_____     Dates: _____

Duties and accomplishments (don't forget to add action verbs and numbers):

_____
_____
_____
_____
_____

## Experience:

Job title:_____     Employer or organization:_____

Location (city/state):_____     Dates: _____

Duties and accomplishments (don't forget to add action verbs and numbers):

_____

_____

_____

_____

_____


Job title:_____     Employer or organization:_____

Location (city/state):_____     Dates: _____

Duties and accomplishments (don't forget to add action verbs and numbers):

_____

_____

_____

_____

_____


Job title:_____     Employer or organization:_____

Location (city/state):_____     Dates: _____

Duties and accomplishments (don't forget to add action verbs and numbers):

_____

_____

_____

_____

_____

## Education:

- Formal education
- Military training
- Specialized training
- Certifications
- On-the-job training
- Continuing Education
- Licenses
- In-service classes
- Workshops

Training type:_____  Field of study:_____

Institution or location: _____  Dates: _____

GPA: _____

Courses and accomplishments:

_____

_____

_____

_____

_____

Training type:_____  Field of study:_____

Institution or location: _____  Dates: _____

GPA: _____

Courses and accomplishments:

_____

_____

_____

_____

_____

Training type:_____  Field of study:_____

Institution or location: _____  Dates: _____

GPA: _____

Courses and accomplishments:

_____

_____

_____

_____

_____

## Other Sections:

| | |
|---|---|
| **Licenses:** | |
| **Affiliations:** | |
| **Volunteer Experience:** | |
| **Honors, Awards and Recognition:** | |
| **Professional Development:** | |
| **Personal Endorsements:** | |

## Resumé Formatting Guidelines

Your resumé should:

- Be one or two full pages in length (not one and a half)

- Be easy to read

- Use phrases instead of sentences

- Use lists instead of paragraphs

- Prioritize the most important information first

- Make good use of white space by having three-quarters-of-an-inch to one-inch margins

- Use size 11–12 point font

- Be written in Arial or Times New Roman

- Use bullets, underline, bold and italics conservatively

- Contain no errors in grammar, spelling and punctuation

- Maximize visual impact to reflect your professionalism

- Be printed on high-quality bond paper that is white, off-white or gray

## Content Guidelines

An average resumé tells what you did on the job; a great resumé tells *how well you did it!*

Your resumé should:

- Use "action" verbs

- Quantify your results: use #s, %s, $ amounts, state positive results and show money saved, time spent or projects completed

- Not contain personal pronouns (you, I, my, we, they, etc.)

- Use accepted terminology and avoid jargon and abbreviations

- Include job titles, company names, cities, states and dates of employment

- Not include supervisor's name, company mailing address, salary or references

- Omit "References Available Upon Request"

- Be tailored to meet the employer's expectations: generic resumés are not effective