

LPC Resume Writing Guidelines

Purpose of a Resume

The purpose of a resume is to catch an employer's eye and land an interview! In a brief outline you should bring together your skills, education, and experience to make a strong first impression. As you write your resume, constantly keep in mind why the employer would hire you, and convey that information as clearly and concisely as possible!

Getting Started

1. Make a list of what you have to offer a potential employer. Identify the following:
 - a. **Life skills** can be useful in multiple environments, such as leadership, communication, organization, analysis, strategy, and time management.
 - b. **Special or technical skills** are developed areas of competency. These can include languages, spreadsheets, databases, clerical, budget management, customer service, and sales.
 - c. **Accomplishments** describe the way your performance positively impacted previous workplaces.
2. Prioritize your skills and experience
 - a. Each resume should be geared toward the specific job for which you are applying. Read job descriptions and highlight keywords that indicate required and preferred skills, abilities, and qualifications. If these words fit you, include them as you tailor make your resume.
3. Select a format
 - a. **Chronological** resumes highlight experience in reverse chronological order (most recent information first). This is the preferred format by most employers.
 - b. **Functional** resumes are arranged around skills and abilities. This is a good option if you lack work experience or have a variety of short-term jobs.

Basic Elements

1. Heading
 - a. Include your name, address, phone number, and email address. Make your name **STAND OUT** by using bold and increasing the font size. Be sure to use a professional email address (i.e. do not use sk8terchik@hotmail.com or fanboy777@gmail.com).
2. Objective
 - a. Write a one sentence declaration of the type of job that you are seeking. Be as specific as possible, noting the company you are applying to, the job title you are

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seeking, and skills you would like to use in that job. If you are unable to list a specific job type, then do not include an objective statement.

3. Education

- a. List colleges you have graduated from, addresses, degrees earned, and dates of completion. If you are in the process of completing a degree, list anticipated date you will receive it. Do not list high school information. As you place items in order in your resume, if education is your strength then list it first. If your experience is more impressive, than list that before education.

4. Experience

- a. This area can include paid or unpaid work. Include your job title, name of employer, city and state, and dates of employment. Summarize the ways you contributed to the organization and responsibility assumed. Use action words (examples found on page 3-6) when beginning your statements. Use present tense when describing current position and past tense in previous experiences. This is not a place for a job description, but should instead describe your accomplishments and results. Avoid beginning bullet points with the terms, “I,” “responsible for,” “assisted,” and “duties included.” This is also an appropriate place to list internships, practicums, and volunteer experiences that are applicable to the job.
 - i. Internships are a key part of your experience at Life Pacific College and should be clearly stated on your resume. Describe clearly what you did during your internships and be sure to include ways you grew, led, and were developed as a leader.
 - ii. Valuable volunteer service is also extremely valuable to employers. Describe the ways you served and what you offered the organization.

5. Honors and Awards (optional)

- a. Include scholarships and other related honors. Include the date you received the honor or award and if necessary give a short description of the nature or purpose of the organization. Only include scholarships that are based on merit, not financial need. Highlight activities that demonstrate leadership, initiative, community involvement, or specialized skills. Recent graduates can include academic honors.

6. Skills

- a. Inform reader of any unique, relevant, or necessary skills that you have but are not reflected in other sections of your resume (i.e. foreign languages, certifications, specialized training.)

7. References

- a. After securing permission of people you choose to use as references, include this section on a **separate sheet of paper**. The heading on this page should match the rest of your resume. Appropriate references are professors, advisors, or employers. Never use personal friends or relatives for references. List the name, title,

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company, city, state, zip code, phone number, and email addresses (if appropriate) for references. When speaking to references prior to submitting their information, tell them about the job and describe the ways you think you would be qualified for the position.

Additional Sections

1. Relevant coursework
 - a. Only list specific courses that are applicable to the job being sought.
2. Volunteer experience
3. Activities
 - a. University and/or community activities, volunteer work, interests relevant to job you are seeking. Do not include personal hobbies.
4. Student activities
 - a. Yearbook, newspaper, sports.
5. Leadership development
 - a. This is a useful place to describe times you have held a position in which you were required to supervise or mentor others, or facilitated significant projects. Examples include Internships, being an outreach team leader, club officer, Resident Advisor, Sponsor.
6. Study abroad
 - a. This should be placed in the education section of your resume. Include where you studied, amount of time you spent there, and courses you completed.
7. Professional Development
 - a. List conferences you attended that have furthered your education.

Language

The key to a good resume is communicating a lot of information in a small amount of space. Utilize powerful action verbs to demonstrate your bestselling attributes. Be sure to use proper grammar and avoid the word "I."

Action Verbs:

Management

Administered

Analyzed

Assigned

Attained

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Chaired	Directed	Oversaw	Scheduled
Consolidated	Evaluated	Planned	Strengthened
Contracted	Executed	Prioritized	Supervised
Coordinated	Improved	Produced	
Delegated	Increased	Recommended	
Developed	Organized	Reviewed	

Communication

Addressed	Enlisted	Maintained	Researched
Arbitrated	Formulated	Operated	Promoted
Arranged	Influenced	Overhauled	Publicized
Authored	Interpreted	Programmed	Reconciled
Collaborated	Lectured	Remodeled	Recruited
Convinced	Mediated	Repaired	Spoke
Corresponded	Moderated	Solved	Translated
Developed	Negotiated	Upgraded	Wrote
Drafted	Persuaded	Planned	
Edited	Fabricated	Projected	

Research

Clarified	Evaluated	Inspected	Organized
Collected	Examined	Interpreted	Reviewed
Critiqued	Extracted	Interviewed	Summarized
Diagnosed	Identified	Investigated	Surveyed

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Systematized

Technical

Assembled	Designed	Maintained	Remodeled
Built	Devised	Operated	Repaired
Calculated	Engineered	Overhauled	Solved
Computed	Fabricated	Programmed	Upgraded

Teaching

Adapted	Coordinated	Evaluated	Instructed
Advised	Demystified	Explained	Persuaded
Clarified	Developed	Facilitated	Set goals
Coached	Enabled	Guided	Stimulated
Communicated	Encouraged	Informed	Trained

Financial

Administered	Audited	Computed	Marketed
Allocated	Balanced	Developed	Planned
Analyzed	Budgeted	Forecasted	Projected
Appraised	Calculated	Managed	Researched

Helping

Assessed	Coached	Diagnosed	Facilitated
Assisted	Counseled	Educated	Familiarized
Clarified	Demonstrated	Expedited	Guided

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Motivated Referred Rehabilitated Represented

Clerical or Detail Oriented

Approved Dispatched Operated Retrieved
Arranged Executed Organized screened specified
Catalogued Generated Prepared Systematized
Classified Implemented Processed Tabulated
Collected Inspected Purchased Validated
Compiled Monitored Recorded

Creative

Acted Directed Instituted Planned
Conceptualized Established Integrated Revitalized
Created Fashioned Introduced Shaped
Customized Founded Invented
Designed Illustrated Originated
Developed Initiated Performed

More Verbs for Accomplishments

Achieved Pioneered Restored
Expanded Reduced (losses) Spearheaded
Improved Resolved Transformed

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Formatting

There is no one format that should always be used for a resume. While maintaining clarity, create a format that best represents you. Keep the following tips in mind:

1. Margins can be from .5-1 inches.
2. Font can be from 10-12 point.
3. Use professional fonts (i.e. Arial, times New Roman, or Helvetica).
4. Don't use italics or scripts
5. Be consistent in style
6. Always include a cover letter
7. Avoid abbreviations
8. Capitalize to highlight job titles
9. Use bullet points in job descriptions
10. Limit resume to one page
11. Use high quality, neutral paper
12. Don't include photographs
13. Don't include salary information
14. Don't use jargon, slang, or trite expressions

Sending a Resume

1. By Mail/In-Person
 - a. Make sure cover letter, resume, and references are on matching professional "resume" paper. Never fold your resume. Dress professionally when delivering your resume.
2. By email
 - a. Use a professional email address and ask if the employer would prefer the resume come as an attachment or in the body of the email. Always follow up with a hard copy of resume in the mail.
3. Fax
 - a. If company asks you to fax cover letter, resume, be sure to confirm receipt and also send a hard copy in the mail.

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Proofreading

Do not skip this step! Small errors in a resume convey unprofessionalism and can make a great impact on the employer as they decide whether or not to invite you for an interview. Check for the following elements in your resume:

1. Overall appearance – Is it noticeable and inviting?
2. Grammar and spelling
3. Layout – Does it look professional and neat? Is white space being used effectively and are bullets and spacing aligned?
4. Length – Is there unnecessary wording that can be edited out?
5. Writing style – Is it easy to quickly identify your qualifications?
6. Specificity – Have you focused on specific job description information?
7. Completeness – Have you left out anything important?

*Now take resume to someone you trust to have it proofread, or bring it into the Ministry Formation office to have your resume professionally critiqued.