

Writing A Resume

A resume is a fact sheet summarizing your job qualifications and relevant personal information. It is used to persuade a potential employer to hire you, so it's very important in your job search to write an accurate and professional-looking resume.

How-To Steps:

1. One-Page: Keep your resume to one (1) page with easy-to-read headings and short explanations. Use a computer, if you have access to one, to help you format your resume. Arrange your sections so your strengths come first to emphasize them, and your weak points come last to de-emphasize them. For example, if you have a lot of work experience, but not much education, put your work history first and your education last. Make your headings stand out by underlining or bolding them.

Use the following sections to organize your information.

Heading:

State your full name and a safe mailing address and phone number(s) where an employer can contact you. Do not title your resume "Resume of ____" or "Resume."

Job Objective:

Write a specific job objective that relates to the job you are applying for, such as "Nurse Assistant," "Child Care Provider," or "Office Assistant."

Education:

From present to past, list the schools you attended or are attending, degree(s), and date you graduated, or will graduate, if you are still attending school. If you did not complete high school, but got your G.E.D., put the date you got your G.E.D.

Work Experience:

From present to past, list any full- or part-time jobs you have had. Include dates, name of employer(s), and specific job duties performed. Even if you have not worked full-time, include any part-time or volunteer jobs showing that you would be a responsible, hard-working, and motivated employee. For example, you can include any child care, fast food, or volunteer work you have done. In describing your job duties, use verbs that describe your job duties, such as "checked-in patients," "tutored children," or "inputted billing statements." Use phrases instead of complete sentences. Use past tense verbs to describe your past jobs. If you have little or no job experience, consider getting a volunteer job to beef up your job experience.

Optional Sections:

Mention any foreign languages you can speak, understand, or read, even if only a little. You can also mention any computer programs you can use. Include any social activities that show you have the qualities of a good employee. For example, you can say that you help organize your children's girl scouts' activities if you are applying for a child care job, or you can say you volunteer with a senior citizens' home if you are applying for a nursing assistance position.

References:

Put "Available upon request." Employers usually will request references after looking at your resume and deciding to interview you. If an employer asks for references, provide a list of three to four people (preferably previous employers, community leaders, or if you have no previous employers or community leaders, use close friends or relatives) who are familiar with your job skills and will recommend you.

Do Not Include:

Information about your age, race, religion, national origin, sexual preference, or marital status. This information is not necessary for your resume.

Final Product:

Check your spelling, punctuation, and grammar. Your resume should be one page and look neat, attractive, and easy-to-read. Be proud of your final resume. Good luck in the job hunt.

Resume Checklist

- _____ 1. Is it persuasive? Does your resume motivate an employer to hire you?
- _____ 2. Is it one page?
- _____ 3. Have you put your strengths first and weaker points last?
- _____ 4. Did you include work experience (present to past)?
- _____ 5. Did you describe your specific job duties?
- _____ 6. Did you use active words to describe your experience and skills?
- _____ 7. Did you include skills and social activities that might help you get a job?
- _____ 8. Have you checked spelling, punctuation, grammar, and word use? Can you eliminate unnecessary words or phrases?

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Keats Sparrow*

SAMPLE RESUME:

Jane M. Kealoha
1433 Kamaile Lane
Kailua, Hawai'i 96734
Phone: (808) 262-9849

Objective

Nursing assistant position, preferably with children.

Experience

1990 to Present: Babysitting relatives', friends' children. Cared for sick children. Tutored, fed, clothed, played with, and transported children.

1996-1998: Volunteer with Kapiolani Women's and Children's Hospital in children's ward. Monitored vital signs. Cleaned patient rooms. Tutored and played with sick children.

1994-1996: Burger King. Fast-food clerk. Took orders. Dealt with customer complaints.

1992-1994: Newspaper carrier in Kailua. Delivered newspapers. Collected money and kept financial records for main office. Took newspaper orders.

Activities

Girl Scout Assistant Troop Leader: for Kailua troop. Assist in arranging merit badge training, community and recreational activities for girls, and with transportation.

Soccer Assistant Coach: for the Kailua Tigers. Assist with soccer drills, organizing tournaments, and with fundraising activities.

Education

1996: Kailua High School. High School Diploma. Classes included psychology, health and guidance, and biology.

References

Available upon request.

Legal Aid Society of Hawai'i
924 Bethel Street
Honolulu, HI 96813



Legal Aid
Society
of Hawai'i

How to Write A Resume

This brochure will teach you how to write your own resume when you look for a job.

*If you have any legal questions or problems,
call Legal Aid's intake hotline at 536-4302.*

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