



### A resume is the primary marketing tool in your job search

The challenge of effective resume writing is that you must be creative and able to provide organized and concise thoughts, and work in a clearly prescribed structure. Although there are some specific rules to resume writing, your goal is to develop a unique piece, outstanding for its personalized content and its visual appeal. Exceptional resume writing can be extremely challenging and require many revisions, but it is worth the effort – the payoff is attracting the attention of prospective employers.

A truly effective resume achieves two goals:

- It presents a concise summary of your skills and accomplishments
- It clearly establishes a relationship between your experience and your career objective

### Content Guidelines

There are very important writing guidelines to keep in mind as you develop your resume.

- **Write your own resume** – your resume should be authentic and accurately reflect your goals and achievements; you are the best person to accomplish this task. Writing your resume also forces you to organize, analyze, and articulate your experience, a process that enhances your interview technique.
- **Find your thesaurus** – Select specific, action verbs that convey your experience, results, etc., as clearly as possible. Choose nouns, adjectives and adverbs with the same outcome in mind (For Examples, See the Word Lists under “Developing your Resume”).
- **Electronically scannable resume keywords** – Nouns are the **keywords** in a scannable resume, scanning equipment may also identify verbs. Develop your resume with keywords such as professional jargon and industry “buzzwords” appropriate to the particular occupation you are seeking. Avoid repeating the same verbs or nouns throughout your resume or using pronouns (I, me, they)
- **Brief is better – Reviewing a resume is NOT like reading a book!** Be concise, use phrases instead of sentences and avoid paragraphs. Make use of bullet points, starting each one with an action verb. Make your point and move on. The average reviewer has 30 seconds to look at your resume and will typically scan sections and bullet points. Step back and take a look at your resume while timing yourself, paying attention to what stands out and what you missed.

### Resume Format

There are various sections to an effective resume. The sections and format you use will depend on the resume type you select, and should be uniquely tailored to your education, background, and experience.

The heading and objective are the first two sections of a resume and standard elements that should be included. You can arrange the other sections of your resume in an order that best markets you.

Following are key resume elements as well as content descriptions:

## Heading

Items to be listed in this section include:

- Full Name
- Address
- Phone Number(s)
- Email Address
- Fax Number may be included in this section

Note: If your local (campus) address is different from your permanent address, it is not necessary to list your permanent address unless it is pertinent to your job search. For example, if you are looking for a summer internship in your hometown, you can then list your permanent address, as well as your local (campus) address.

## Career Objective or Summary

Your objective or summary is the statement of purpose for your resume, creating a frame of reference for the reader. The format and content of your resume must be constructed to explicitly reflect this reference point. If you are creating different resumes for different companies and industries, tailor your career objective each time.

### Examples of Career Objectives

- An entry-level position in marketing management in the consumer products industry
- Desire to participate in a management training program in the banking industry, leading to a career in the loan division
- An entry-level position in a newsroom, leading to writing, reporting, or producing of broadcast news
- A position which will use my organizational skills and writing ability
- Research and development in applied biology
- Entry level sales position in a developing company
- Seeking a position as a personnel assistant of a public service organization that would permit an opportunity to utilize my knowledge of wage administration, grievance procedures, benefit programs, publications, and employment
- An internship in marketing

## Education

List items in this section starting with your most recent degree (you do not need to include attendance at other colleges or your high school):

- Degrees earned (or anticipated in the near future)
- Schools attended
- Areas of study pursued
- Academic Honors
- Thesis work is typically recorded in this section
- G.P.A., especially if strong, may be included
- Coursework that strengthens your career objective (maximum of six classes) may also be listed

Depending upon your background, it may be appropriate to list the following areas as subsections of education:

- Certifications you have achieved
- Honors and Awards, if you have numerous honors and awards that strengthen your career objective, it may be appropriate to list as a sub section of education
- Co-Curricular Activities

## **Experience**

This section can be a combination of paid and unpaid work, listed in reverse chronological order (starting with your most recent job first):

- Position title
- Dates of service (you do not need to include months, year to year is sufficient)
- Organization name and address (city and state only)
- Highlighted skills that were demonstrated as well as the results of your work (whenever possible, it is useful to quantify and/or qualify the outcomes of your efforts)

## **Professional Skills, Accomplishments, or Accomplishments in \_\_\_\_\_ - Optional**

*fill in the blank with a particular area or skill related to your objective*

This section allows you to focus on experience that directly relates to your objective and strengthens your resume. You can select accomplishments from education, employment experience, co-curricular or community involvement, etc. and list them in a specific section.

## **Activities (may be co-curricular, community or both) - Optional**

Highlight organizations in which you are/were an active participant, offices held, and the results of your work:

- Dates of involvement (year to year is sufficient)
- Name of Organization
- Offices held
- Honors received
- Noteworthy achievements/activities

## **Professional Memberships - Optional**

This section is for membership in professional associations or organizations. This section may be combined with activities, depending on your involvement and length of each section. Include the following:

- Dates of involvement (year to year is sufficient)
- Name of Organization
- Offices held and/or roles of leadership
- Honors received
- Noteworthy achievements/activities

## **Awards and/or Honors - Optional**

Depending upon content, this section may be combined with activities section, include:

- Name of award/honor
- Date award/honor was received
- Affiliated organization
- Explain the significance when necessary and spell out the names of the organizations
- Do not use abbreviations or acronyms

## **Special Skills - Optional**

This section typically relates to language skills such as level of fluency in speaking, reading, and writing a second, third, etc. language. You may also note any unique or specialized computer skills in this area. Other special skills are listed if they connect to your objective.

## **Military Service - Optional**

- Branch of service and dates

## References

### **Do not list the names of your references on your resume.**

State "Available upon request" at the bottom of your resume if there is space. You may say "references and portfolio" if you have an available portfolio, or "references and writing samples" if you are job hunting in an industry that would require such samples.

## Layout – The Resume as a First Impression

Before employers read the first word of your resume, the layout will predispose them toward a positive or a negative evaluation of your candidacy. Therefore, it is imperative to pay particular attention to the design and production details of your resume.

### Length

One page is generally best, especially for new graduates with typical college-level experience. If you have extensive experience and/or advanced degrees, two pages may be necessary. A resume should never be more than two pages in length.

### Appearance

Following are some general guidelines:

- Layout should allow the reader to easily **scan** contents
- Use blank space, font size, and indent or tab features to create an outline effect
- Do NOT use horizontal and vertical lines, italic or script, shading and graphics; they can bleed or blotch when copied or faxed
- Use one-inch margins on all sides; text should appear balanced on the page
- Do not fold or staple resume
- Electronically scannable resumes are even more stringent; *refrain from using bolding, bullets, boxes, or any graphics*; it is best to use a sans serif font (e.g. Helvetica or Times New Roman)

### Proofreading

**Ensure there are NO ERRORS! Proofread your final draft and then ask at least two other people to proofread it as well.** Check for improper grammar, inconsistency in language or layout, spelling or punctuation errors, poor construction of the content, typo's, etc. (Don't rely solely on spellchecker!!)

### Printing

- Use a laser printer to create a master copy
- Select high quality bond paper; white is preferable although very light beige or grey is acceptable (employers often copy or fax resumes, and dark colors do not copy well)
- Avoid linen bond or paper with flecks in the grain; these also fax poorly.
- You may want to have your resume copied or printed professionally.
- Start out with fifty copies (purchase fifty sheets of matching paper for cover letters and fifty envelopes of the same color and grade)

## Developing Your Resume

Before you even begin to write your resume, you need to spend time on self assessment as well as organization of your experience, education, skills, and background. The following worksheet will help you begin this process:

### Resume Worksheet

Use this worksheet to help you outline your information, experience, and skills in preparation for writing your resume. You will most likely use several sheets of paper when compiling the following information and want to spend some time listing all job functions, achievements, duties, etc. for all employers as well as all pertinent activities (academic, community, and professional organizations). This exercise is an important part of developing your resume and will assist you in determining what information to include to best assess your qualifications and define your career objective. Once you have an exhaustive list, you can then select the strongest elements and reformat to fit into your chosen resume format.

### Header Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_

Phone Number (include area code) \_\_\_\_\_, Email Address: \_\_\_\_\_

### Career Objective

Begin by listing your career goals, future intentions, and pertinent skills. This will assist you in the development of your career objective.

Career Goals: \_\_\_\_\_

Future Intentions: \_\_\_\_\_

Pertinent Skills: \_\_\_\_\_

### Education (University/College Location, Degree, Date Obtained)

University/College/Location/Degree (if current student, list as "expected graduation May, 2007")

\_\_\_\_\_

Major and Minor/ \_\_\_\_\_

Relevant Courses, Concentration \_\_\_\_\_

Additional education, training, certificates, or licenses \_\_\_\_\_

**Skills** (Phrases that describe what you can do---use action words – see following page for a list of suggested action words)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Accomplishments** (What have you accomplished, list items that are related to your Objective. Think of related job activities in terms of qualitative and quantitative achievements/results.)

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**Work History (Employment History)**

Your Title: \_\_\_\_\_

Employer: \_\_\_\_\_

City/State: \_\_\_\_\_

Dates of Employment (Year to year is appropriate): \_\_\_\_\_

Duties, achievements, notable accomplishments, leadership roles: \_\_\_\_\_

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**Activities and Interests:** (Include dates when appropriate): \_\_\_\_\_

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**Additional categories, which you can chose from to fit your specific attributes:**

Special Skills (photography, drafting, etc): \_\_\_\_\_

Language Skills (level of proficiency in speaking, reading, and writing): \_\_\_\_\_

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Memberships (spell out, indicate leadership roles: \_\_\_\_\_

Awards/Honors: (academic honors can be included with Education section: \_\_\_\_\_

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**Military Service:** (include Branch of Service and dates): \_\_\_\_\_

**References:** (Do not include these on your resume, but have available upon request. List references full name, title, address, phone, and email. You should have at least 3 references – a combination of academic/professors and work/supervisors.)

## Sample Words & Phrases

Following are sample action words and categories to assist you in developing your resume:

<b>Action Words</b>			
Accepted	Decorated	Headed	Persuaded
Achieved	Defined	Imagined	Pioneered
Adapted	Delegated	Implemented	Planned
Adjusted	Demonstrated	Improved	Predicted
Administered	Designed	Improvised	Prepared
Advised	Detailed	Increased	Presented
Allocated	Determined	Indexed	Presided
Analyzed	Developed	Informed	Prioritized
Anticipated	Devised	Initiated	Produced
Appraised	Diagnosed	Innovated	Programmed
Approved	Directed	Inspected	Promoted
Arranged	Discovered	Inspired	Protected
Assembled	Displayed	Installed	Provided
Assessed	Dissected	Integrated	Questioned
Assigned	Distributed	Interviewed	
Assisted	Doubled	Invented	Recognized
	Drafted	Investigated	Recommended
	Dramatized		Reconciled
			Recorded
Balanced	Earned	Justified	Recruited
Budgeted	Edited		Rectified
Built	Effected	Keynoted	Reorganized
	Empowered		Reported
	Encouraged		Researched
Calculated	Enforced	Led	Retrieved
Catalogued	Engineered		Reviewed
Checked	Enlarged	Made	Revised
Clarified	Enlightened	Maintained	
Classified	Enlisted	Managed	Scheduled
Collected	Established	Mapped	Screened
Communicated		Mastered	Served
Compared		Measured	Shaped
Compiled	Estimated	Mediated	Simplified
Composed	Evaluated	Modeled	Solved
Computed	Examined	Molded	Sparked
Conceived	Executed	Motivated	Strengthened
Conceptualized	Expanded	Monitored	Succeeded
Conducted	Experienced	Moderated	Supervised
Confronted	Experimented		
Constructed	Explained	Navigated	Tailored
Consulted		Negotiated	Transcribed
Contracted	Facilitated	Nominated	Transformed
Controlled	Financed		Trained
Converted	Formed	Observed	Translated
Conveyed	Formulated	Operated	
Coordinated	Founded	Ordered	Unified
Copied		Originated	Utilized
Correlated	Generated	Organized	
Counseled	Governed	Overcome	Validated
Created	Grouped		Verified
Critiqued	Guided	Participated	
		Perceived	Wrote
Dealt	Handled	Performed	

## Categories – Appropriate for Your Resume

Administrative Skills  
Administration  
Analysis, Cost Effectiveness  
Analysis, Statistical  
Bookkeeping  
Communication  
Computer Programming  
Computer Skills  
Conceptualizing  
Consulting  
Coordination  
Counseling  
Creative/Artistic  
Creative Thinking  
Customer Relations  
Customer Services

Design and Development Skills  
Decision Making  
Design  
Detail-Oriented  
Editing  
Equipment Repair  
Evaluation  
Foreign Languages  
Fund Raising  
Goal Setting  
Grant Writing  
Human Relations  
Interviewing  
Information Management  
Inventory Control  
Leadership Skills  
Liaison

Management, Personnel  
Management, Office  
Management, Information  
Management, Fiscal  
Management, Time  
Management, Records  
Manual Dexterity  
Marketing Research  
Negotiation  
Organization  
Organizational Skills  
Persuasion  
Planning  
Problem Solving  
Program Development  
Purchasing  
Quality Control  
Recruitment  
Research Skills  
Research/Investigation  
Risk Taking  
Sales  
Speaking Skills  
Supervision  
Synthesizing  
Teaching  
Technical Skills  
Writing Skills

## Resume Style

The style or format you choose for your resume is essential to its impact. The style you choose should allow you to bring your most important accomplishments and experience to the top of your resume; and to focus the reader on those skills, experiences or achievements that connect most clearly with your career goals.

The most common resume styles are:

### 1. Chronological

The most widely used format and the one most familiar to employers, this resume style is arranged in reverse chronological order, with the most recent experience listed first in each section. It is a good idea to first write your resume in a chronological format. This style organizes your information, insuring that you cover all your pertinent experience.

- *Advantages:* focuses on the positions held and emphasizes the progression of your work experience. If the experience you have is career-related and reflects the skills and experience you wish to use in your next job, this style will serve you well.
- *Disadvantages:* if there is not a direct correlation between your previous experience and your future goals, this format will not focus the reader on your transferable skills or potential.

### 2. Functional

This format highlights your skill areas which best categorize your experience and which correlate with the abilities necessary to work in your chosen field as well as apply to the given position.

- *Advantages:* Emphasizes experience and skills that may be transferable to several fields rather than specific positions held. It allows you to group your most important qualifications under skill or experience headings that can link you to your career goals. This format provides a distinct advantage to career changers and people with little or no direct experience in their field of choice.
- *Disadvantages:* Because your "employment history" typically appears at the bottom of this resume format and has no description, it may raise questions for the reader.

### 3. Combination

The combination style combines elements of both the chronological and functional formats. The focus is on the skills and experience you can bring to a work setting rather than on your work history.

- *Advantages:* The emphasis is on the skills and experience that you bring to your field. This format allows you to focus the reader on the skills you determine are most important, while also offering you the opportunity to briefly describe your job-related accomplishments.
- *Disadvantages:* A combination resume is more difficult to write because it relies on your ability to analyze your skills and explicitly relate them to both your past experiences and your future employment.

### 4. Targeted

This format allows you to direct your resume content specifically toward one position and/or employer for which you may have prepared but have little or no experience.

- *Advantages:* The targeted style enables you to summarize those factors in your background that directly relate to your chosen field. This section can appear at the top of your resume.
- *Disadvantages:* You may need to constantly revise your resume to fit the positions for which you are applying

## Sample Resumes

### Sample Chronological Resume

**Karen Flynn**  
123 North Main  
Chicago, Illinois 60606  
(312) 123-4567  
kflynn@luc.edu

- Objective** Entry level accounting position in a CPA firm with an emphasis on auditing and taxes
- Education** Loyola University Chicago  
BBA, Public Accounting, Graduation with honors, May 2007  
Cumulative GPA: 3.72/4.0 Major GPA: 3.88/4.0
- Experience**
- ABC National Bank Chicago, IL 2004 – Present  
**Communication Clerk**
- Verify availability of monetary funds
  - Record and process unpaid checks from correspondent banks
  - Compile settlement data and submit checks to clearinghouse association for exchange and settlement with other banks
  - Distribute statements to customers
  - Provide general office assistance
- Currency Teller**
- Counted, sorted, and balanced currency
  - Assisted in distribution of currency to customers
- Happy Valley Hotel Skokie, IL 2002-2004  
**Promoted from Waitress to Banquet Supervisor to Banquet Captain**
- Organized, trained and scheduled a banquet staff of 20-25
  - Coordinated client functions, collected accounts and recording all transactions
  - Assisted in promoting the hotel and attracting future clients
- Skills**
- Extensive experience with Microsoft Office
  - Fluent in Italian (spoken and written)
- Activities**
- Beta Alpha Psi, Honorary Accounting Fraternity, **Vice President** 2005-2006
- Scheduled events for the school year
  - Assisted President in making all necessary decisions
- Accounting Club, **Treasurer** 2005- Present
- Prepared a yearly budget
  - Kept detailed accounting records

## **Sample Functional Resume**

### **DANIEL B. TUTTLE**

#### **PERMANENT ADDRESS**

100 S. Center Street  
Hometown, US 12345  
(708) 555-5555

#### **CAMPUS ADDRESS**

123 North Main  
Chicago, IL 60606  
(312) 123-4567  
Dtuttle@aol.com

### **EMPLOYMENT OBJECTIVE**

Public relations or sales position requiring media, promotions, writing and broadcasting skills

### **EDUCATION**

B.A., Communications, **Loyola University Chicago**, May 2007

### **RELEVANT COURSES**

Public Relations, Advertising, Telecommunications, News Writing, Business Writing, Magazine Writing, Speech Writing, Marketing Research

### **ACHIEVEMENTS**

#### **Media Relations**

- Credentialed media – North Central American and Caribbean Volleyball Championships (NORCECA) and White River Park State Games (WRPSG)
- Issued press releases and media advisories – NORCECA and WRPSG
- Established and coordinated press center – NORCECA

#### **Promotions**

- Assisted with media blitzes with local television and radio stations – NORCECA
- Designed format and wrote copy for first Illinois Sports Corporation (ISC) membership newsletter and various promotional fliers
- Coordinated activities of ISC mascot “Sneakers”

#### **Writing**

- Sportswriter, Loyola Phoenix, 2004-2006
- Writer, Public Relations Society of America, Loyola Chapter, newsletter, 2004-2005
- Produced United States Volleyball Association’s newsletter, 2004

#### **Broadcasting**

- Station manager and disc jockey, WLUW Radio Station, Loyola University, 2004-present
- Sportscaster, WLUW Radio, Loyola University Chicago, 2003
- Delivered radio “voice overs” – NORCECA

#### **Experience**

- Selected as public relations intern, Illinois Sports Corporation, Chicago, IL 2006
- Assisted with bookkeeping and promotions, Illinois Indians Baseball Club, Summer 2005
- Supervised student food service employees, Loyola Resident Hall, 2003-2004

### **PORTFOLIO AND REFERENCES AVAILABLE UPON REQUEST**

## **Sample Combination Resume**

### **PEGGY MEADE**

123 North Main, Chicago, IL 60606

(312) 123-4567

pmeade@luc.edu

### **CAREER OBJECTIVE**

A summer internship requiring excellent analytical, organizational and communication skills.

### **EDUCATION**

#### **Loyola University Chicago**

Bachelor of Arts, Graduation Expected May 2008

Major: Anthropology

### **RELEVANT COURSES**

Speech Communication  
Interpersonal Relations  
Social Psychology

Language and Culture  
World Culture  
Biology and Chemistry

### **SKILLS**

#### **Communication Skills**

- Highly evaluated written and oral communication skills developed through a variety of liberal arts courses and contact with customers
- Trained in facilitating small group interaction and problem solving techniques
- Bilingual, fluent in speaking, reading and writing Spanish

#### **Analytical and Organizational Skills**

- Ability to analyze, synthesize and interpret data developed in science and lab courses
- Acquired organization skills by reviewing and maintaining patient medical records
- Able to manage multiple demands for commitment of time, energy and resources
- Experience with Internet research

### **EXPERIENCE**

#### **Lord and Taylor**, Chicago, Illinois

Sales Associate 2004 – Present

Consult with customers and take semi-annual inventory.

#### **Dunn Elementary School**, Chicago, Illinois

Volunteer Teacher Aide 2004-2005

Designed and created art therapy projects as volunteer with learning disabled children.

#### **Total Quality Health Care**, Chicago, Illinois

Medical Records Clerk 2003-2005

Reviewed detailed medical records for accuracy. Assisted in monthly billing.

#### **Target, Inc.**, Chicago, Illinois

Cashier – Summers 2002-2005

## **Sample Targeted Resume**

### **RICHARD R. MOONAN**

123 North Main  
Chicago, Illinois 60606  
(312) 123-4567  
[sample@luc.edu](mailto:sample@luc.edu)

#### **Objective**

A counseling position, preferably working with adolescents

#### **Counseling Background:**

- Good rapport with adolescents, as well as other age groups
- Experience in an inpatient psychiatric unit
- Interviewing experience includes consumer research opinion surveys, and psychiatric histories
- Authoritative, able to set limits
- Ability to effectively work in a highly stressful environment
- Experience in observing and recording behavior, as well as writing clear research reports
- Knowledge of statistical and analytical research methods

#### **Education:**

##### **Loyola University Chicago**

Bachelor of Science, 2006  
Major: Psychology (GPA 3.5/4.0)  
Minor: Philosophy (GPA 3.6/4.0)  
Honors: Dean's List, three semesters

#### **Relevant Courses:**

Counseling, Abnormal Psychology, Practicum in Mental Health, Developmental Psychology, Psychology of Human Sexuality, Psychology of Personality, Chemistry & Biology Courses (26 hours)

#### **Career Related Experiences:**

- Riveredge Hospital, Forest Park, Illinois, 2005 – Present  
Program Assistant, Psychiatric Unit for Adolescents
- Strategic Radio Research, Chicago, Illinois, 2004-2005  
Telephone Interviewer

#### **Employment:**

- Saga Food Services, Chicago, Illinois 2003-2005  
Dishes and Service Line
- Palumbo Construction, Chicago, Illinois, 1999-2003  
Laborer

## **Sample Targeted Resume**

### **CHRIS GREEN**

555 West McAlister #303  
Aspen, Illinois 6123-5678  
(847) 123-4567; cgreen@luc.edu

- Objective** A programming position with a growing international company
- Education** Bachelor of Science, Loyola University Chicago, 2006  
Major: Computer Science Minor: English GPA 3.8/4.0  
Studied at Loyola University's Rome Center, Fall 2004  
Conversational in Italian and Spanish
- Computer Skills** Languages: Java, C/C++, ML, Assembly, Ibuild, HTML, XML,  
Operating Systems: Linux, UNIX, Macintosh, Windows XP/NT/2000,  
Software: Dreamweaver, Flash, Cold Fusion, SPSS-X, MS Office Suite, MS Publisher,  
MS Front Page,
- Experience** Loyola University Chicago, Chicago, Illinois
- Information Systems Assistant 2004-Present
- Solve computer problems for faculty and students
  - Supervise six student assistants
  - Develop and initiate systems to improve office efficiency
  - Compose handouts explaining use of equipment and software
- Research Assistant to Dr. Brown, School of Education – 2004
- Researched the use of the computer software in Chicago public Schools
  - Analyzed data using SPSS-X
  - Assisted with programming a specialized database
- Alpha Alpha Alpha, National Honor and Service Society
- President 2005-2006
- Created home page for Loyola University web site
  - Planned presentations and arranged guest speakers for monthly meetings
  - Prepared annual budget
- Circuit City, Naperville, Illinois
- Clerk promoted to Sales Associate 2003-2004
- Demonstrated and explained operations of computer
  - Maintained good rapport with customers
  - Soothed customers dissatisfaction
- Activities** Volunteer, Habitat for Humanity; Math/English Tutor, Loyola University  
Chicago; Member, Golden Key National Honor Society; Member, Varsity Tennis  
Team

## **Sample Targeted Resume**

### **PAT KIMBLE**

876 Hanover Dale  
Waukesha, Michigan 97865-6453  
pkimble@luc.edu  
(847) 765-4321

### **Objective**

To obtain a position as a biological technician in an immunology laboratory

### **Education**

Loyola University Chicago, Chicago, Illinois, 2007  
Bachelor of Science in Biology, Minor in Chemistry

Relevant Courses:

Molecular Genetics, Radiation Biology, Morphogenesis, Introductory Immunology,  
Virology, Mammalian Endocrinology, Organic Chemistry, Analytical Chemistry

### **Laboratory Skills and Equipment**

Light Microscope; Electron Microscopy; Zone Electrophoresis; Ultra-Centrifugation;  
Chromatography; Paper, Gas, Column, Absorption, Think Layer and HPLC;  
Spectroscopy: Infrared and MNR.

### **Experience**

#### **Loyola University Chicago, Chicago, Illinois**

Research Assistant, Microbiology Laboratory under Dr. Smith 2005-Present

- Assist with research involving genetic characteristics of antibodies and bacteria
- Supervise two laboratory assistants

Laboratory Assistant, Physical Chemistry Laboratory 2003-2005

- Prepared chemical solutions for laboratory classes
- Assisted students with laboratory equipment and procedures
- Explained chemical properties and phenomena

Private Tutor 2003-2005

- Teach eight students on an as-needed basis
- Instruction includes chemistry, biology, physiology, microbiology, and cell biology

### **Activities**

Biology Club, Loyola University Chicago, Chicago, Illinois  
Treasurer 2005-Present

- Prepare annual budget and report for all members
- Handle transactions and maintain records of accounts
- Participate in planning, organizing and marketing of educational events

## **Sample Targeted Resume**

**JAMIE BOERMAN**  
6525 Sheridan Road  
Chicago, Illinois 60626  
(773) 555-9889  
jboe@luc.edu

**OBJECTIVE** Teaching position in Elementary Education (K-6)

**EDUCATION** Loyola University Chicago

Bachelor of Science in Education May 2007  
Major: Elementary Education

Certification: Type 03

**STUDENT TEACHING** King Elementary School – Fourth Grade Chicago, Illinois Spring 2006

- Planned and organized materials for thematic unites for self contained classroom
- Effectively utilized systematic lesson plans that emphasized long and short term goals and assessment
- Successfully implemented positive classroom management strategies
- Used cooperative learning strategies
- Assisted with parent teacher conferences and open house

**PRACTICUM** Wright Elementary School – Sixth Grade Chicago, IL Fall 2005

- Observed and assisted in reading and language arts classes
- Assisted with skills development reading program

**RELATED EMPLOYMENT** Barney's Science Center Day Camp, Camp Counselor Summers 2000-2003 Riverdale, IL

- Responsible for groups of 10-12 campers ages 7-10
- Instructor for beginning swimmers
- Planned and organized field trips/outings that focused on science related experiences

Loyola University Chicago  
Chicago, IL

Cudahy Library, Circulation Desk 2002-2004

- Discharged books for patron
- Stocked and reshelved book collection

**ACTIVITIES** Student Member – National Education Association  
Assistant Coach – Community Youth Organization

**Portfolio and Credentials Available Upon Request**

## Resume Evaluation

After completing your resume, it is always to your advantage to have someone proofread the final draft for typos, misspellings, and accuracy, especially address and telephone numbers.

- **Appearance:** Is it neat? Do you want to read it, or would you rather avoid reading it?
- **Layout:** Is the sequence and the arrangement of headings logical and easy to read? Do your key selling points stand out? Is it well typed and reproduced? Does it have adequate spacing, margins and underlining?
- **Length:** Could the same story be told if it were shorter? Have you limited the resume to a reasonable one page? Has any extraneous material been eliminated?
- **Wording:** Have you made good use of action verbs?
- **Specificity:** Does the resume avoid generalities and focus on specific information about experiences, projects, products, responsibilities, objectives?
- **Abilities:** Have you adequately emphasized your skills and your accomplishments?
- **Completeness:** Is it all relevant information? Have you said all you want to say about your abilities?
- **Self Evaluation:** Is there any way that you could improve your resume?

## Job Search Correspondence

In addition to your resume, there are several important forms of correspondence that you use during your job search. While your resume is your primary marketing tool, these documents are key supporting materials and create an overall picture of who you are. They convey your professionalism and can make the difference in your job search. Therefore you should not neglect these forms of communication.

### Email Etiquette

When contacting a prospective employer via e-mail, communicate with the same care as you would a typed letter or other professional document. E-mail to a prospective employer is not casual and should never just say “see attached resume.” The receiver may never even open the attachment!

Most of the rules for writing cover letters, prospecting letters, and other job search correspondence apply to professional e-mails, although you may want to be more brief. Format an email with appropriate headings, salutations, proper spelling and grammar, and professional signature line.

Some additional rules for using e-mail in your job search are:

- In the subject line, make the reason for your e-mail clear - i.e., “Application for your Accounting Position.”
- If you are replying to an e-mail, keep the same subject line as the original e-mail and include the original message in the reply.
- Reply to any e-mails from employers within two business days.
- Address your e-mail to a person, if possible, using a proper salutation such as, “Dear Mr. Jones.”
- Introduce yourself the same way that you would in a cover letter - for example, “I am writing with regard to your marketing internship....”
- Always spell words correctly! Don’t depend upon Spellcheck - it won’t catch words that are spelled correctly but misused (i.e., “their” instead of “there”).

- Read your e-mail again before sending it to make sure it says what you want to say and sets the right tone. Consider having a friend proof it, both for spelling and content.
- Never use ALL CAPITAL letters. This is interpreted as “screaming” in e-mail, as well as being difficult to read. On the other hand, don’t use all lowercase.
- Don’t use “smiley’s” or other emoticons, such as :-} or phonetic spellings, such as “ur” for “you’re” or other common e-mail or text messaging expressions.
- Remember that your e-mail address should also convey a professional tone. “Studmuffin@HotMail.com” or “StillHigh@Yahoo.com” would not impress potential employers.
- Include your own name in the name of files that you attach to an e-mail. For example, JoeJonesResume.doc, JaneDoeCoverLetter.doc. Many employers save all attached documents to an applicant folder; you want them to locate your documents easily.
- Remember that e-mails can easily be lost or blocked by anti-spam measures. Always follow-up with a phone call or regular e-mail, unless the employer specifically requests no phone calls.

## **Correspondence Types**

There are several letters that you will definitely use and others, which you may or may not use. Letters should be individually created, not “form” letters.

- Cover letter
- Prospecting letter
- Thank you letter
- Acceptance letter
- Withdrawal letter
- Rejection letter

### **Cover Letter**

The cover letter introduces you and your resume. It is a vital part of the application process. A well developed cover letter can get your resume read, conversely a poorly written or missing cover letter may hinder your consideration for a position. Each letter should be personalized for the organization, individual, and position. Do not use a template cover letter that has not been properly tailored to each job.

Your cover letter should specify your purpose and interest in the organization and position. Identify the position you are seeking (reference the position title in the body of your letter) and how you came to learn of the position. Indicate your motivation and connect to the employer if possible. Do not put information in your cover letter that is apparent to an employer in your resume.

Your cover letter should include the following:

- Indicate how you came to apply to the company-- responding to an advertisement in a publication, through market research, referred by a particular person, etc.
- Summarize your qualifications related to the position for which you are applying. Address your qualifications as they relate to the requirements of the position, if known.
- Request a meeting to discuss the position, and express your appreciation.

**Sample Cover Letter**

1300 W. Loyola University  
Chicago, IL 60626  
May 29, 2006

Ms. Janice Carroll  
Human Resources  
Evanston Northwestern Healthcare  
9200 Ridge Road  
Evanston, IL 60201

Dear Ms. Carroll,

I was excited to learn about the Administrative Assistant position at Evanston Northwestern Health Care and have enclosed my resume for your consideration.

As a cheerful, friendly, and hard-working individual with over seven years of customer service experience, I believe my qualifications match your requirements. I consider myself to be a real "people person" and enjoy interacting with all different types of people. My experience in successfully resolving conflicts has given me an ability to handle delicate situations both confidently and confidentially. My strengths include excellent communication and organizational skills, friendly and effective interpersonal skills, attention to detail and accuracy, and the ability to prioritize and handle multiple tasks. I work well both independently and as part of a team. I possess strong computer skills, including accurate data entry.

I know that ENH enjoys an excellent reputation, both among health care providers and its patients. I would be very proud to be associated with it, and I feel that I would be a valuable asset to your organization.

I would appreciate the opportunity to discuss this position with you at your convenience. Thank you for your time and consideration.

Sincerely,  
(Written Signature)  
Cynthia Thomas

Enc: Resume and writing sample

## Reference List

The reference list provides a listing of individuals who can attest to your qualifications for a particular position. These individuals should also be familiar with your skills and personal attributes. References should be individuals who know you professionally and know you well. Avoid using personal references (family members, neighbors, etc.). Make sure to contact your references first to ask their permission to be listed--then give them a copy of your resume and information about the positions for which you are applying, so that they will be prepared if someone contacts them. Make sure you choose individuals who will give you a positive recommendation.

Your reference list should include the following information:

- Name of Reference
- Title/Position
- Organization/Employer
- Complete Work mailing address
- Work phone number
- E-mail address
- 

Who should I ask to be a reference?

- Supervisors from internships, full-time, part-time, or volunteer work
- Professors
- Academic advisors
- Student group advisors

### ***Sample Reference List***

**JONATHAN MEYERS** (Use same heading as on resume):

1948 W. Rosemont  
Chicago, IL 60011  
(916) 555-1030

## REFERENCE LIST

Ms. Nancy Norton, Account Executive  
Martin Electronics  
Gateway Center  
Evanston, IL 60614  
(847) 785-0700  
[Julie@ketchum.com](mailto:Julie@ketchum.com)

Dr. Martin Maxwell, Professor,  
Academic Advisor  
Department of English  
Loyola University Chicago  
6525 N. Sheridan Road  
Chicago, IL 60626  
(773) 508-9999  
[mmaxw1@luc.edu](mailto:mmaxw1@luc.edu)

Ms. Martha Doe, Career Advisor  
Career Services  
Loyola University Chicago  
820 N. Michigan Avenue  
(312) 915-0000

Ms. Michelle Collins, Manager  
TCJ Consulting  
123 N. Michigan Ave.  
Chicago, IL 60611  
(312) 555-1212

Mr. Jack Johnson, Supervisor  
Lakepoint Day Camp  
18800 N. Willowsprings Road  
Wilmette, IL 60211  
(847) 555-1234

## **Inquiry or Prospecting Letter**

Prospecting letters can be an effective way to explore possibilities and gain information about an organization and/or uncover hidden job opportunities at other organizations. A prospecting letter should outline your strongest qualifications. Within the letter be sure to indicate your source of information and do some personal marketing. You can request an interview and express appreciation for consideration.

A prospecting letter should include the following:

- Indicate your interest and reveal your source of information
- Outline your strongest qualifications. Focus on broader occupational dimensions to describe how your qualifications match the work environment
- Market yourself. Convince the employer that you have the experience and motivation to contribute to the organization
- Suggest an action plan—request an interview and indicate that you will call during a specific time period to discuss interview possibilities. Express appreciation

### ***Sample Prospecting Letter***

June 6, 2006  
849 North Creek Avenue  
Skokie, IL 60067

Mr. Timothy Ward  
Director of Human Resources  
National Bank of Chicago  
820 N. Michigan Avenue  
Chicago, IL 60601

Dear Mr. Ward:

I read your company's description in Loyola University's eRecruiting system and would like to inquire about opportunities in your management training program. I am seeking employment in the banking industry in the Chicago area.

My interest in finance began in high school and developed through a variety of internships during college. My internship with a local Skokie bank convinced me to pursue a career in banking. While I researched the top banks in Chicago, the National Bank of Chicago emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In addition, the presentation given by your representative, Ms. Samantha Fein, illustrated a match between National's philosophies and practices and my own career goals. I believe you provide the kind of professional environment to which I could consistently contribute.

I have enclosed my resume for your consideration. While my education and experience match your website's list of preferred qualifications for your management trainees, they don't tell the whole story. I know from internship supervisor feedback that I have the financial skills and motivation needed to build a successful career in banking. My internship experience also gives me confidence in my career direction and in my abilities to perform competently and professionally.

I know you must have a very busy schedule, but I would appreciate a few minutes of your time. I will call you during next week to discuss possible employment opportunities at National. In the meantime, if you prefer to contact me, my number is (773) 508-1111. I look forward to talking with you. Thank you very much for considering my request.

Sincerely,  
(Written Signature)  
Marla A. Peters

## Thank You Letter

It is important to express your gratitude for consideration of a job opening or for the opportunity to learn more about an organization. Always send a thank you letter to individuals who have given you their time and attention. While a typed letter is preferable, a thank you letter can be handwritten (if your handwriting is legible and neat) or emailed. If emailing a thank you letter, format the email just as you would a typed letter with initial caps, proper grammar, and appropriate salutation and signature line.

**Remember:** Make it warm and personal to establish good will and strengthen your candidacy. Reemphasize your strongest qualifications and interest in the job. Keep it brief.

What to include in a thank you letter:

- Express your sincere appreciation for the interview or other assistance provided
- Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements
- Reiterate your interest in the position. Use the opportunity to provide or offer supplemental information not previously given
- Restate your appreciation

### *Sample Thank you Letter*

6525 N. Sheridan Road  
Chicago, IL 60626  
May 29, 2006

Dr. Diane Johnson  
Office of Student Life  
Northington Junior College  
111 College Road  
Northington, Illinois 66111

Dear Dr. Johnson,

Thank you for interviewing me yesterday for the Assistant Program Director position. I enjoyed meeting you and learning more about Northington's student programs.

Even before my interview began, I was very impressed with the welcoming atmosphere at Northington. That experience, along with what I learned in my interview, has strengthened my interest in your position. I feel that my academic and internship experiences have given me unique qualifications that are a perfect match for both Northington and the position of Assistant Program Director. My experiences as an intern in the Office of Student Activities have honed my programming, conflict resolution and organizational capabilities that match the job description perfectly. My experiences as a very active member of various student organizations have made me very enthusiastic for the responsibilities you described. And the very warm, positive atmosphere on Northington's campus matches my reputation as a friendly, positive team player.

I am very interested in your position and in working for the Office of Student Life at Northington University. Please feel free to call me at (312) 847-8486 if I can provide you with any additional information.

Once again, thank you for the interview and your consideration.

Sincerely,  
(Written Signature)  
James Joyce

## **Acceptance Letter**

Purpose: To accept a specific job offer.

Remember: Confirm your decision to accept the offer. Verify logistics and express appreciation.

What to include in an acceptance letter:

- Confirm, accept, and reaffirm your employment decision
- Confirm logistics—starting date and time; forms, tests and other correspondence to be completed, salary information
- Express your appreciation and enthusiasm for the opportunity

### ***Sample Acceptance Letter***

1403 W. Rosemont Ave.  
Chicago, 60626

July 31, 2006

Mr. Timothy Burnes, District Manager  
Zycor Corporation  
1920 Robbins Road  
Rosemont, IL 60022

Dear Mr. Burnes:

Thank you for your letter dated July 28 offering employment. I am writing to confirm my acceptance of your Staff Accountant position, and to tell you how happy I am to be joining Zycor Corporation. I am very confident that I will quickly become a valuable part of Zycor, and am very grateful for the opportunity you have given me.

As we discussed, I will report to training at 8:30 on Monday, August 16, and will bring my completed employment and insurance forms.

I look forward to joining your team and appreciate your confidence in me.

Sincerely,

(Written Signature)  
Jonathan Jackson

## **Withdrawal Letter**

Purpose: To withdraw from consideration for a specific job opening.  
Remember: State your decision and provide an explanation. Express appreciation for consideration and courtesy.

What to include in a withdrawal letter:

- State your decision and provide rationale for the choice
- Express appreciation for the employer's consideration and courtesy. Ask them to keep you in mind for future employment opportunities

### ***Sample Withdrawal Letter***

3884 S. Holland  
Evanston, IL 60201

July 31, 2006

Mr. Jeffrey P. Lang  
People Serving Others  
29 S. State Street  
Chicago, IL 60645

Dear Mr. Lang:

I am writing to inform you that I am withdrawing my application for the administrative support position. As we discussed during my interview, I was exploring different employment opportunities. After extensive consideration, I have decided to accept a position with Loyola University Chicago. I feel that this position provides a very good match for my current career interests.

I want to thank you for the time you spent interviewing me, your consideration of me for your position, and your encouragement. I enjoyed meeting you and learning about the difference your organization is making in the lives of your clients.

Sincerely,

(Written Signature)  
Carolyn Jansen

## Rejection Letter

Purpose: To decline an actual offer of employment.

Remember: Acknowledge the offer and show thoughtful consideration. Express appreciation for the opportunity. Keep in mind that in the future you might want to seek employment with this employer again. Be professional and leave them with a good impression.

What to include in a rejection letter:

- Acknowledge the job offer
- Show thoughtful consideration of the offer. State your decision and provide rationale for your choice
- Express appreciation for the employer's consideration and courtesy

### ***Sample Rejection Letter***

3948 S. Lockport  
Chicago, IL 60026

June 14, 2006

Ms. Samantha Jones  
Sales and Marketing Division  
Prodigal Inc.  
233 S. Wacker Drive  
Chicago, IL 60660

Dear Ms. Jones:

Thank you for offering me the position of Assistant Marketing Director with Prodigal Inc. I appreciate the time you spent in discussing the position with me in our interview and giving me time to consider your offer.

While there are many aspects of the position that are very appealing to me, after careful consideration, I believe that it is in our mutual best interests that I decline your kind offer. This has been a difficult decision for me, but one that I believe is right for my career at this time.

Thank you for the consideration, time and courtesy given to me. It was a pleasure meeting you.

Sincerely,

(Written Signature)  
Jack Williams