

# Bluegrass Workforce Investment Area

## Resume Writing 101

All serious job hunters need a professional resume to help market their skills and experience to employers. Resumes can be tough to write, so if you need some help, fill out the Resume Template on the next page and bring it back to your Workforce Specialist. If you'd like to create one yourself, use the information below and bring your completed resume to the Job Center when you come back.

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### Before You Start: Get it together!

- Take some time to get all your work and education history together—you may want to use the attached resume template as a guide for the information you will need.

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### Step 1: Contact Information

- Use a Word Processing program, like Microsoft Word to create your resume.
- Start by typing all your contact information at the top of the page, including your name, address, phone numbers, and email address.

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### Step 2: Objective

- Type the heading "Objective", hit the enter key and type one sentence describing what kind of job you're looking for.

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### Step 3: Work History

- There are two formats you can use:
  - Functional: List the *transferable skills* that you have (i.e. Excellent customer service skills; Team player; Met or exceeded daily quotas). Then list each job you've had without descriptions.
  - Chronological: List each job you've had with descriptions of *individual tasks* that you performed.
- Sometimes it can be difficult to write descriptions. If you're stuck, think about the things you would do during a shift from start to finish, then list them out!

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### Step 4: Education

- List out each degree, certificate and license you have, the schools you attended, the months and years you started and finished and the locations (city, state).

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### Step 5: Print it Out!

- Print some resumes on high quality paper for mailing and interviews, but keep one on regular copy paper for faxing to employers.
- Read over your resume and have a friend read it too so that you can catch any errors before you send it out.

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### Helpful Hints:

- Make sure you use a legible font—no cursive or italics!
- Double check your contact information and keep it up to date!
- Tailor your objective to the job you're applying for.
- Use a functional resume if you are changing fields or if you've been in the same field for several years.

## Anita Goode-Jobb

1234 Opportunity Way  
Careertown, KY 00000  
(123) 456-7890  
anita\_jobb@yahoo.com

Functional

### Objective

To obtain a challenging position as a Medical Assistant with a growing company.

### Summary of Work Experience

- Prepared patients for appointments by taking vital signs, medical history, and height and weight measurements.
- Assisted with office procedures including filing, faxing, copying and overall maintenance of patient records.
- Scheduled procedures, obtained test results, and entered information into patient charts.
- Responsible for efficient operation of the office including keeping physicians on schedule.

10/2000 to 8/2008                      Medical Assistant  
Nelly's Nursing Home                  Elderly, KY

6/1997 to 9/2000                      Medical Assistant  
Doctor Donnie's Office                Sicklerville, KY

### Education

08/1995 to 6/1997                      Certification, Medical Assistant  
University of Kentucky                Lexington, KY

## Joe Jobseeker

987 Success Drive  
Huntersville, KY 00000  
(987) 654-3210  
joejobseeker@hotmail.com

### Objective

To obtain a position as a forklift operator in a company that offers opportunities for career advancement.

### Work Experience

Forklift Operator                      April 1999 to Present  
Lifty's Warehouse                      Driversford, KY

- Utilized a forklift to load and unload items in a busy warehouse environment.
- Practiced company safety standards at all times.
- Assisted with placement and organization of merchandise.
- Served as project leader in warehouse overhaul effort.

### Education

License, Forklift Operator              January 1999 to March 1999  
State Driving School                      Versailles, KY

Chronological