# Resumé

## What is a **resumé**?

A resumé is a professionally presented document that introduces you to a prospective employer. A resumé is the first piece of communication an employer often gets from you. It highlights your education and work experience as well as any clubs, sports, or organizations you have participated in. Awards or accomplishments that may be related to the job you are applying for are also included.

## Why is using a **resumé** important?

This professional introduction is meant to encourage the opportunity for an interview that can lead to a job offer. It is important to convey how you can meet the needs of this organization by showcasing your abilities and skills.

## Examples

☐ Chronological resumé
☐ Functional resumé (skills based)
☐ Combination resumé

## Goal

Use word processing software to learn and practice how to create and format a professional resumé.

## Skills

☐ Understanding the parts of a resumé
☐ Using proper resumé format
☐ Using correct line spacing
☐ Setting margins
☐ Formatting text
☐ Setting left and right aligned tabs
☐ Inserting a line shape
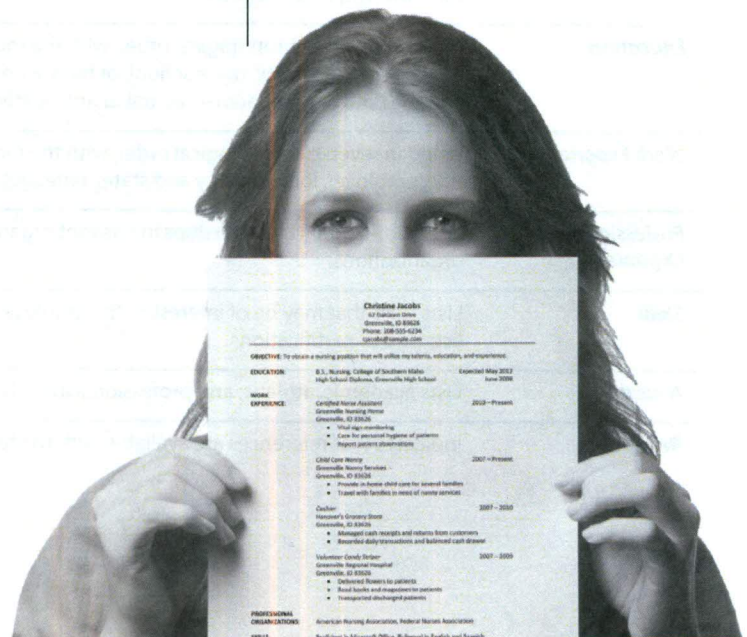
# 8 Resumé

**Christine Jacobs**
67 Oaklawn Drive
Greenville, ID 83626
Phone: 208-555-6234
cjacobs@sample.com

Contact Information

Job Objective

OBJECTIVE: To obtain a nursing position that will utilize my talents, education, and experience.

EDUCATION:     B.S., Nursing, College of Southern Idaho          Expected May 2012
               High School Diploma, Greenville High School        June 2008

WORK
EXPERIENCE:    *Certified Nurse Assistant*                         2010 – Present
               Greenville Nursing Home
               Greenville, ID 83626
                 • Vital sign monitoring
                 • Care for personal hygiene of patients
                 • Report patient observations

               *Child Care Nanny*                                  2007 – Present
               Greenville Nanny Services
               Greenville, ID 83626
                 • Provide in-home child care for several families
                 • Travel with families in need of nanny services

               *Cashier*                                           2007 – 2010
               Hanover's Grocery Store
               Greenville, ID 83626
                 • Managed cash receipts and returns from customers
                 • Recorded daily transactions and balanced cash drawer

               *Volunteer Candy Striper*                           2007 – 2009
               Greenville Regional Hospital
               Greenville, ID 83626
                 • Delivered flowers to patients
                 • Read books and magazines to patients
                 • Transported discharged patients

PROFESSIONAL
ORGANIZATIONS: American Nursing Association, Federal Nurses Association

SKILLS:        Proficient in Microsoft Office, Bi-lingual in English and Spanish

AWARDS:        Nursing Student of the Year                         January 2012
               CNA A+ Award                                        September 2010

REFERENCES:    Provided upon request.

Section Headings

| Parts | Description |
|---|---|
| **Contact Information** | Includes person's full first and last name and middle initial (optional), street address, city, state, zip code, phone, and e-mail address. |
| **Job Objective** | Indicates the type of job you are looking for in a clear and concise phrase. |
| **Section Headings** | Keyed in all caps and bold, these headings identify the various sections of a resumé. Headings may vary, but often include the following parts: objective, education, work experience, professional organizations, skills, awards, and references. |
| *Education* | Listed in reverse chronological order, with the most recent degree completed first. Includes the name of the college, university, trade school, or high school along with the major and degree/diploma earned, and the date of graduation—actual or anticipated. |
| *Work Experience* | Listed in reverse chronological order, with the most recent place of employment first. Includes the job title, employer, location (city and state), dates, job duties, and responsibilities. |
| *Professional Organizations* | Lists professional memberships in relevant organizations and any leadership positions held within the organizations. |
| *Skills* | Lists skills that may be of interest to the employer. For example, computer and software skills, languages, licenses, or certifications. |
| *Awards* | Lists academic, athletic, and professional awards or scholarships. |
| *References* | Indicates that references are available with the text "Provided upon request." |

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## Scenario

Christine Jacobs is just about to finish nursing school. With graduation and state board exams quickly approaching, she has decided to begin her job search. Christine spotted this posting in the *Greenville Times'* most recent help wanted ads:

> "IMMEDIATE OPENING – Entry-level nurses needed at South County Hospital. Please submit a resumé to our Human Resources Department."

### Document Setup

| | |
|---|---|
| **Start Up** | Using word processing software, create a NEW document. |
| **File Name** | Save the file as: Doc8_Practice |
| **Orientation** | Portrait |
| **Margins** | Top 1", Left 1", Right 1", Bottom 1" |
| **Line Spacing** | Single, no additional spacing before and after paragraphs |
| **Font, Size** | Calibri, 11 pt., unless otherwise noted |

### Instructions

1. Follow the Document Setup instructions provided.

2. Refer to the Practice Document as you follow the instructions below.

3. Key the first and last name, using 14 pt., bold, and center-aligned.

4. Key the address and contact information using 12 pt. and center-aligned.

5. Insert a single border line under the e-mail address as shown.

6. Key the OBJECTIVE as shown, then double space.

7. Set a left aligned tab at 1.5" and 2" and a right aligned tab at 6".

8. Key the EDUCATION section as shown, then double space between sections.

9. Use the 1.5" tab to align the school data and the 6" tab to align the dates of graduation.

10. Key the WORK EXPERIENCE section as shown.

11. Use the 1.5" tab to align the employer's name and the 6" tab to align the dates of employment.

12. Align the employer's address with its name by using the tab.

13. Italicize the job titles.

14. Use the 2" tab to align the job duties. Apply a standard bullet to each duty as shown.

15. Key the remaining headings and the corresponding text as shown.

16. Format the section headings using bold.

17. Carefully proofread your work for format and grammatical accuracy.

18. Resave the file.

19. Print a copy of the document if required by your instructor.

# Document 8: **Resumé**

**Christine Jacobs**
67 Oaklawn Drive
Greenville, ID 83626
Phone: 208-555-6234
cjacobs@sample.com

**OBJECTIVE:** To obtain a nursing position that will utilize my talents, education, and experience.

**EDUCATION:**

TAB

| | | |
|---|---|---|
| B.S., Nursing, College of Southern Idaho | Expected May 2012 | RIGHT TAB |
| High School Diploma, Greenville High School | June 2008 | |

**WORK
EXPERIENCE:**

*Certified Nurse Assistant*                      2010 – Present
Greenville Nursing Home
Greenville, ID 83626

TAB 2X
- Vital sign monitoring
- Care for personal hygiene of patients
- Report patient observations

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