

Designing resumes

Do not use complete sentences and avoid the first-person “I”

No:

I want to work at Johnson’s hardware so that I can continue to develop by skills and further my education.

Yes:

To obtain a position as a business analyst at Johnson’s Hardware, Inc to elicit, analyze, communicate and validate requirements for changes to information systems

Break up prose into parallel bulleted lists

No:

Business Analyst ABC Company Moorsville, IN 2002-2005

I redesigned and administered Security Department website and developed, edited, revised, and formatted security and Good Manufacturing Practices (GMP) procedures and created and developed PowerPoint presentations, databases, training materials, documentation, and courses.

Yes:

Business Analyst, ABC Company, Moorsville, IN, 2002-2005

- Redesigned and administered Security Department website
- Developed, edited, revised, and formatted security and Good Manufacturing Practices (GMP) procedures
- Created and developed PowerPoint presentations, databases, training materials, documentation, and courses

Use white space to chunk entries together, not break them up

No:

Technical Writer

Terre Haute, IN

2002-2005

Yes:

Technical Writer, Terre Haute, IN, 2002-2005

Avoid decontextualized claims of excellence

No:

Excellent communication skills

Good with people

Excellent computer skills

Yes:

Business Analyst, ABC Company, Moorsville, IN, 2002-2005

- Redesigned and administered Security Department website
- Developed, edited, revised, and formatted security and Good Manufacturing Practices (GMP) procedures
- Created and developed PowerPoint presentations, databases, training materials, documentation, and courses

Use headings, subheadings, & contrast

No:

Software Skills:

Acrobat, FrameMaker, InDesign, PageMaker, PowerPoint, Publisher, Dreamweaver, Flash, FrontPage, GoToMeeting, LiveMeeting, SnagIT, WebEx

Yes:

Software Skills

Document Design and Desktop Publishing

Acrobat, FrameMaker, InDesign, PageMaker, PowerPoint, Publisher

Developer Tools and Collaboration

Dreamweaver, Flash, FrontPage, GoToMeeting, LiveMeeting, SnagIT, WebEx

Database/Content Management Software

Access, Angel, AuthorIT, Continuum, Documentum, Drupal, Excel, Maximo,

Avoid all CAPS. Use other forms of emphasis to create subcategories

No: RELEVANT COURSEWORK

Yes:

Relevant coursework

Writing courses

Course name

Course name

Course name

Math courses

Course name

Course name

Course name

Business courses

Course name

Course name

Course name

Put your resume in an invisible table

No: Ineffective tables put every line in a table cell

C	a	r	e	To obtain an entry level position in a human resource or supervisory position utilizing my motivational, communication, and public relation skills.
Education				Purdue University , West Lafayette, IN 47907
				Knob School of Technology
				Major: Supervision/Organizational Leadership
				Minor: Human Resources
				Grad date: May of 2000
				Major GPA: 3.00 / 4.00
Work Experience				Whirlpool Corporation school year
				1997-99
				<i>Production Worker</i>
				<ul style="list-style-type: none"> • Packaged parts
				<ul style="list-style-type: none"> • Worked assembly line
				<ul style="list-style-type: none"> • Help train new employees
				Leiber State Park, summer of
				1999
				<i>Patrolmen (security)</i>
				<ul style="list-style-type: none"> • Cashier
				<ul style="list-style-type: none"> • Counted out money end of each day
				<ul style="list-style-type: none"> • Dealt with conflict on daily basis
				<ul style="list-style-type: none"> • Made work schedule for other patrolmen
				<i>Maintenance</i> summer of 1996-98
				<ul style="list-style-type: none"> • Mowing
				<ul style="list-style-type: none"> • Roofing
				<ul style="list-style-type: none"> • Maintenance of vehicles
Activities/Honors	-	Habitat for Humanity	-	Volunteer Peer Counselor
-		Hoosier Boy State attendee	-	Perfect attendance at
		Whirlpool 1997		

Put your resume in an invisible table

Yes: Effective tables chunk entire entries inside of cells while creating a strong vertical and horizontal alignment

Alyse Childresse-mail: childress@purdue.edu

	School Address: XXXXX Wabash Ave. Box abc Lafayette, IN 47803 (813) 877-6678	Home Address: 23 19 th St. E Warsaw, MA 98391 (301) 897-2222
Education:	Bachelor of Science Applied Biology, May 2008 Purdue University, Terre Haute, IN Cumulative GPA: 3.41/4.00 <i>Status: Junior</i>	
	Related courses: <ul style="list-style-type: none">• Organic Chemistry I&II• Pathogenesis• Genetics• Bioethics	Honors/Activities: <ul style="list-style-type: none">• Dean's List (4 of 7 quarters)• Outreach Team• Relay for Life
Experience:	Purdue University, Terre Haute, IN Dec. 2007-Present <i>Senior Thesis Research</i> <ul style="list-style-type: none">• Developed PCR-based assay and used various biotechnology skills to identify proteins in local populations of amphibians• Performed BLAST search for conserved sequences in proteins• Tested effectiveness of PCR-based assay against known viruses	
	ABC Institute, Terre Haute, IN June 2006 – August 2006 <i>Student Researcher</i> <ul style="list-style-type: none">• Developed and optimized vital staining procedure and compared with commonly used procedures during personal project• Worked independently and was responsible for adequate use of resources throughout personal project• Led a group project using Western Blots to visualize DNA damage• Communicated project findings at symposium	
	ABC Community Hospital, ABC, WA Sept. 2003 – Dec. 2003 <i>Senior Project Job Shadow</i> <ul style="list-style-type: none">• Assisted and shadowed one of the hospital's microbiologist• Created resistant bacteria strain, created control samples for the lab, assisted in daily functions of the lab operations• Collected patient samples to test in order to find and prevent human disease of patients• Performed histological staining techniques	

Make sure your quadrants are even

No: Uneven quadrants aren't all full

Joseph P. Blowe

E-mail: ~~student@purdue.edu~~

Current Address

123 North South St.
Lafayette IN 47906
(765) 743-XXXX

Permanent Address

321 South North St.
Cloverdale IN, 46120
(765) 795-XXXX

Career Objective

To obtain an entry level position in a human resource or supervisory position utilizing my motivational, communication, and public relation skills.

Education

Purdue University, West Lafayette, IN 47907
Knob School of Technology
Major: Supervision/Organizational Leadership
Minor: Human Resources
Grad date: May of 2000
Major GPA: 3.00 / 4.00

Work Experience

Whirlpool Corporation

Production Worker

- Packaged parts
- Worked assembly line
- Help train new employees

school year 1997-99

Leiber State Park,

Patrolmen (security)

- Cashier
- Counted out money end of each day
- Dealt with conflict on daily basis
- Made work schedule for other patrolmen

summer of 1999

Maintenance

- Mowing
- Roofing
- Maintenance of vehicles

summer of 1996-98

Activities/Honors

- Habitat for Humanity
- Hoosier Boy State attendee

- Volunteer Peer Counselor
- Perfect attendance at Whirlpool 1997

Make sure your quadrants are even

Yes: All quadrants are balanced

Shmootaway Zootahway

12345 Arbor Shmarbor Way
Tampa, FL 33647
813.123.4566
shmootaway@yahoo.com

Highlights

M.F.A. Writing, B.A. English

Five years technical writing experience

- coordinating document preparation, review, and approval with SMEs, administration, and quality control
- copy editing, writing, and developing manuals, reports, and qualifications
- generating diagrams and drawings for departmental website
- maintaining and auditing databases

Four years experience training non-writers to communicate complex technical concepts effectively in the context of technical and professional writing courses

Proficient in Microsoft Office (Word, Excel, Access, PowerPoint), Visio, Adobe products (Dreamweaver, FrameMaker, Fireworks, PageMaker, Photoshop, RoboHelp)

Experience coding in JavaScript, Java, Plain English, and HTML

Professional Experience

Validation Engineer, ABC Consultants Inc., at Big Company, Smalltown, IN, 2005-2007

- Acted as a liaison among stakeholders—subject matter experts, process engineers, automation, maintenance, utilities, and quality—throughout the content development cycle to facilitate group consensus and determine scope and content of documentation
- Worked with SMEs and engineers to determine scope and content of documents and ensure consistency across documentation
- Coordinated document preparation, review, and approval with SMEs, supervision, and quality
- Developed, wrote, and edited regulatory system documentation for FDA inspection according to corporate style guide
- Verified accuracy and content of system qualifications
- Created periodic review training documentation

Technical Writing Instructor, Big State U., Boston, MA, 2006-2007

- Prepared lectures and course materials to help students achieve predetermined course objectives
- Evaluated student writing, projects, and research
- Managed 50 students per quarter

Technical Writer/Business Analyst, ABC Software Enterprises, Charleston, SC, 2002-2005

- Developed, edited, revised, and formatted security and Good Manufacturing Practices (GMP) procedures
- Created and developed PowerPoint presentations, databases, training materials, documentation, and courses
- Selected for advanced training to program Continuum, a security access management system