

RESUME WRITING TIPS

- Pay careful attention to spelling, punctuation, grammar, and style.
- Proofread your resume carefully. Also, have several other people proof read your resume.
- Organize information in a logical fashion. The Resume Worksheet can help you with your organization of material.
- Keep descriptions clear and to the point – try to stay under 12 words.
- As an associate or bachelor degree holder, you will most likely only need a one-page resume.
- Use a simple and easy to read font. We suggest Times New Roman or Arial.
- Use a good quality white or off-white bond paper.
- Include as much work experience as possible – even if it does not obviously relate to the job you are seeking. Any job has transferable skills (i.e. computer skills, writing, speaking, etc.)
- Tailor your information to the job you are seeking.
- Be honest – don't exaggerate.
- Be specific and give examples. Provide numbers (i.e. # of people supervised, amount of your operating budget, etc.) whenever possible.
- Use simple, everyday language.
- Include dates whenever appropriate (i.e. dates of employment, activities, etc.)
- Write out what acronyms stand for because an employer may not know what they mean.

Log on to CREW's website at www.crew.cc for additional resume and job correspondence assistance.

SAMPLE REFERENCE PAGE

Jane Sassaby
P.O Box 111
Louisville, KY 40212
(502) 555-5555
sassabyj@hotmail.com

Professional References

Dr. Boss Woman
Chairman and Professor
University of Louisville
Music Department
lovetosing@home.com
(502) 234-5678

Mr. Boss Man
Supervisor
United Parcel Service
HUB 2000
Whatcanbrowndoforyou@ups.com
(502) 456-7890

Mr. Music Man
Owner/Internship Supervisor
Musical Delights
intone@myshop.com
(502) 999-9999

SAMPLE RESUME 1

Kathy McBeel
2100 McIntyre Dr.
Shepherdsville, KY 40165
502-555-5665
kmcbeel@stu.kctcs.edu

OBJECTIVE

An administrative assistant position in the social service field using my data-entry skills, organizational ability, and strong work ethic.

EDUCATION

Smart High School Louisville, KY
Graduation Date: May 2005
GPA: 3.6/4.0

COMPUTER SKILLS

Microsoft Office (Word, Excel, Access, Publisher, PowerPoint)
Microsoft Outlook
Internet Explorer

EXPERIENCE

Ride Attendant April 2003 to Present

Six Flags Kentucky Kingdom Louisville, KY

- Direct patrons of amusement park in getting on and off riding device.
- Maintain order among patrons waiting to ride device.
- Fasten patrons' safety belts and bars to prevent injuries during ride.
- Assist children and elderly patrons from ride.
- Collect tickets and cash fares.

Server/Hostess January 2001- January 2003

Applebee's Restaurant Louisville, KY

- Greeted guests, and escorted them to designated table
- Described menu specials, took orders, and delivered meals in a timely manner
- Assisted fellow servers in delivering orders to their tables, putting customer service first
- Trained new servers on restaurant policies and procedures

HONORS AND ACTIVITIES

Honor Roll 2001-Present

Students Against Destructive Decisions, Member 2003-Present

Co-Ed Y, President 2004- Present

Senior Varsity Women's Basketball Team 2003-Present

Junior Varsity Women's Basketball Team 2002-2003

REFERENCES

Available upon Request

SAMPLE RESUME 2

Jane Sassaby
P.O Box 111
Louisville, KY 40212
(502) 555-5555
sassabyj@hotmail.com

OBJECTIVE

To obtain an internship or part-time position in the banking industry utilizing my educational preparation in accounting

EDUCATION

Advanced High School, Louisville, KY
Graduation Date: May 2006
GPA: 3.5

EXPERIENCE

Cashier (9/03-Present)

McDonald's Louisville, KY

- Key in customer orders into register and prepare food tray or takeout bags accordingly.
- Serve cold drinks, using drink-dispensing machine, and frozen milk drinks and desserts, using milkshake or frozen custard machine.
- Press lids onto beverages and place beverages on serving tray or in takeout container.
- Demonstrated a positive attitude while processing customer cash and credit transactions.
- Maintain a clean and orderly eating and serving area.

Sales Associate (5/01-6/03)

Stein Mart Louisville, KY

- Assisted in the smooth and profitable operation of specialty clothing and home décor shop.
- Generated sales and maintained positive image among clients.
- Designed and constructed store displays.

COMPUTER PROFICIENCIES

Microsoft Word, Excel, PowerPoint, FrontPage, and Adobe Photoshop

HONORS AND ACTIVITIES

SADD President, 2004-Present
Dance Team, 2003-Present
Marching Band, 2003- Present
Norton Hospital Volunteer, 2004- Present
Honor Roll, 2003-2004

REFERENCES

Available upon request

SAMPLE RESUME 3

BRENT ADAMS

2522 James Dean Dr. • Covington, KY 41017 • 859-555-5555 • brent_adams@yahoohotmail.com

Objective: Seeking an entry level customer service position.

Summary:

- Precise and accurate worker with background demonstrating pride in performance and successful work accomplishment.
- Strong problem solving, organizational and communicative skills, paying particular attention to detail.
- Welcome new challenges, quickly learning new skills and procedures with excellent memory retention.

Education: **Smith High School** Louisville, KY
Graduation Date: May 2005

Experience: Babysitter Louisville, KY

Various Private Homes

May 2000 to Present

- Attend children in a private home.
- Observe and monitor play activities and entertain children by reading
- Prepare and serve meals and baby formulas.
- Sterilize bottles and other equipment used for feeding infants.
- Dress and assist children in dressing and bathing.
- Accompany children on walks and other outings.

Skyline Chili Restaurant Louisville, KY

Waiter

August 2003 to Present

- Served food to restaurant guests at counters and tables where food service was informal.
- Presented menu, answered questions and made suggestions regarding food and service.
- Wrote orders on checks, totaled bills and accepted payments.
- Ladled chili, tossed salads, portioned pies and desserts, and brewed coffee.
- Cleared and reset counters and tables.
- Assisted manager in opening and closing procedures, including cleaning store and preparing chopped vegetables for salads.

Subway Louisville, KY

Sandwich Artist

May 2001 to August 2002

- Sliced cold meats and cheese by hand and machine.
- Prepared sandwiches to individual order of customers.
- Prepared garnishes for sandwiches, such as sliced tomatoes and pickles.
- Maintained cleanliness of restaurant by sweeping and mopping floor and disinfecting utensils.