

Résumés

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FUTURES THROUGH TRAINING

UTAH FARMWORKER PROGRAM

Résumés - Introduction to Résumés

Companies decide how they are going to decide which job seekers to interview. Some prefer to use applications that are specifically made for their company. Others prefer a generic application like they use at Department of Workforce Services. Many other employers accept résumés instead of applications. It all depends on the company.

A résumé is like a one page advertisement about what a useful person you are. It is a paper that includes all your jobs for the last 10 years, your skills and abilities, your education and special trainings, referral information and a way to contact you.

In this packet, we will help you create your own résumé.



**Update your résumé any time you get a new job,
new credential, or skill.**

Résumés - Résumés Rules

Writing a Résumé is difficult for everyone. Do the best you can and you will find that you can make a good résumé.

Here are some rules to remember when you are making your résumé:

- 1. Put Your Name, Address and Phone Number(s) at the Top of the Résumé.** If an employer doesn't know how to contact you, you will never be called for an interview, or a job.
- 2. Limit the Résumé to One Page.** If you have more than one page, many employers will ignore your résumé because it would take too much time to review. Use only the information that will help you get the job, and be as brief and to the point as possible.
- 3. Always Turn in a Cover Letter.** Even if one is not asked for. This gives you a chance to introduce yourself, say who you are, and why you would be perfect for the job.
- 4. Only List References if Specifically Asked.** When you choose references, make sure they are individuals who think highly of you, and who will say good things about you. Only list them if the ad specifically requests references. If they are not asked for, then put "References Available Upon Request" at the bottom of the page.



- 5. Make Your Résumé Look Professional.** Appearance is EVERYTHING! Don't bother turning in a résumé if it has a coffee stain, or is wrinkled or torn - employers will look at a messy résumé as the work of a messy person.
- 6. Get Organized Before You Start Typing.** There are several worksheets in this packet to help. If you do them and have all your information written prior, you will make it better than if you just sit in front of the computer and try to think of what to say.

**Making a good résumé takes time and effort but
it's worth it.**

Résumés - Soft Skills Worksheet

Directions – check all that describe you or the way you work.

This list was created based on the surveys of several hundred employers who told us the kinds of qualities they want in their employees.

Interpersonal Skills

- Team Player
- Avoids Conflict
- Good at Conflict Resolution
- Dependable
- Reliable
- Honest
- Polite
- Loyal
- Charismatic
- Outgoing
- Friendly
- Good with Coworkers
- Good with Customers
- Good with Supervisors

Attitude

- Willing to do Whatever is Asked
“Can Do” attitude
- Finds Solutions, Not Excuses
- Does the Job WITHOUT Complaining
- Good Work Ethic
- Willing to Learn
- Eager to Learn
- Ambitious
- “Good” Attitude
- Positive
- Flexible
- Serious about Work
- Leader
- Professional
- Self Starter
- Enthusiastic
- Motivated
- Dedicated
- Not Afraid to Get Dirty



Abilities

- Follow Oral Directions
- Follow Written Directions
- Able to Work in Extreme Weather
- Heavy Lifting
- Work for _____ Hours on Feet
- Quick learner
- Able to lift: _____
(Highest Weight Able to Lift)
- Able to Continuously Lift: _____
(weight)
- Work _____ Hours Without a Break
- Able to Supervise
- Customer Service
- Able to be Trained
- Able to Travel
- Willing & Able to Travel _____
Days/Nights a Week
- Cut in a Straight Line
- Map Reading
- Blueprint Reading

Quality of Work

- Attention to Detail
- Little or No Revision Necessary
- Do Things the Right Way the First Time

Résumés - Soft Skills Worksheet



Education & Language

- Read English
- Write English
- Speak English
- Understand English
- Read other language(s): _____
- Write other language(s): _____
- Speak other language(s): _____
- Understand other language(s): _____
- Bilingual
- Translation: Oral/Written
- Math Skills: Ok/Good/Strong
- Computer Skills: Ok/Good/Strong
- Use and Read Measuring Tape
- High School Diploma
- GED
- Bachelors Degree
- Associates Degree
- Certifications: _____
- Licenses: _____
- Other Education: _____

Work Habits

- Work Without Supervision
- Work with Little Supervision
- Work Independently
- Good at Working with Others
- Can Work Flexible Hours
- Follow Schedule
- Meet Deadlines
- Early to Work Everyday
- On Time for Work Everyday –
Do Not Mark If You Answer 3 or More to The Following Question:
 - How many days have you been late – even 1 minute – in the last year? _____
- Don't Miss Work –
Do Not Mark If You Answer 4 or More to The Following Questions:
 - How many days have you called in sick in the last year? _____
 - How many days have you gotten permission in advance to miss in the last year? _____
 - How many times have you had someone else work your shift for you in the last year? _____
- Fast Worker
- Steady Worker
- Hard Worker
- Good Time Management
- Keep Busy
- Safe worker

Other

- No Criminal Record
- Clean background
- Clean Driving Record
- Drug Free

Résumés - Other Résumés Worksheets

COMMUNITY SERVICE HISTORY

Please list below all volunteer work you have done in the past 10 years.

Company/Agency/Organization Name:

Address:

Supervisor's Name:

Phone Number:

Job Title:

Name Of Event (if applicable):

Start Date:

End Date:

Is This An Annual Event?: Yes No

If Yes, What Years Did You Volunteer?

Duties:

Company/Agency/Organization Name:

Address:

Supervisor's Name:

Phone Number:

Job Title:

Name Of Event (if applicable):

Start Date:

End Date:

Is This An Annual Event?: Yes No

If Yes, What Years Did You Volunteer?

Duties:

Résumés - Other Résumés Worksheets

CIVIC ACTIVITY HISTORY

Please list below all groups you belong to or have belonged to in the past 10 years. Be sure to include all: Parent, Religious, and Work Groups, Boards, Committees, etc.

Group Name:

Address:

Phone Number:

Start Date:

End Date:

Position In Group: Member Chair Committee Member Other:

Duties:

Group Name:

Address:

Phone Number:

Start Date:

End Date:

Position In Group: Member Chair Committee Member Other:

Duties:

Group Name:

Address:

Phone Number:

Start Date:

End Date:

Position In Group: Member Chair Committee Member Other:

Duties:

Résumés - Other Résumés Worksheets

ACCOMPLISHMENTS:

Please list all awards, nominations, and recognition you have received from any source.

Accomplishment:

Organization, Company or Group Name:

Date:

Type: Award Nomination Recognition Personal Achievement Other:

Accomplishment:

Organization, Company or Group Name:

Date:

Type: Award Nomination Recognition Personal Achievement Other:

Accomplishment:

Organization, Company or Group Name:

Date:

Type: Award Nomination Recognition Personal Achievement Other:

Accomplishment:

Organization, Company or Group Name:

Date:

Type: Award Nomination Recognition Personal Achievement Other:

Accomplishment:

Organization, Company or Group Name:

Date:

Type: Award Nomination Recognition Personal Achievement Other:

Accomplishment:

Organization, Company or Group Name:

Date:

Type: Award Nomination Recognition Personal Achievement Other:

Résumés - Final Preparation Check List

Before you start typing your resume make sure you have all information on this check list. You will need your Assessment, Practice Application, Soft Skills Worksheet, and Other Resume Worksheets.

Contact Information

Name: _____
Cell Phone: _____
Home Phone: _____
Message Phone: _____
Address: _____
Email Address: _____

Résumé Sections

10 Year Employment History:

Use your Practice Application for this information.
Company Name, Address, Phone Number - Dates of Employment, Job Title & Duties

10 Year Community Service History:

Use your Other Resumes Worksheets for this section. List all volunteer work you have done in the past 10 years.
Company/Organization Name, Address, Phone Number - Dates, Job Title & Duties

Civic Activities:

Use your Other Resumes Worksheets for this section. List all groups you belong to or have belonged to in the past 10 years. You can include: Parent, Religious, and Work Groups, Boards, Committees, etc.
Group Name, Address, Phone Number - Dates, Position in the Group (Member, Chair, Committee Member, etc), Duties and Group Achievements

Skills & Abilities:

Use your Assessment and Soft Skills Worksheet for this information, and list anything else you can think of, too.

Education:

Use your Practice Application and Assessment for this information, and add other information you have not yet provided.
List all schools (address, phone & dates), workshops, degrees and credentials earned

Awards, Recognition, and Accomplishments:

Use your Other Resumes Worksheets for this section. List all awards, nominations, accomplishments and recognition you have received from any source.

Interests:

List hobbies, interests, and activities you do for fun.

References:

Use Practice Application for this information. List at least 3 - names, phone numbers, email address, addresses, how long you have known each person and your relationship to them.

Other Information You Think May Be Important:

Résumés - Organizing Your Résumés



Your résumé should be organized based on what is most important and impressive about you. Most résumé programs have a set layout, so you may need to use a word processor and set it up yourself.

1. Decide How You Want to Present Your Employment History:

Every résumé has to have an employment section. It always needs to be listed with the most recent job first, the last job next, and so on, ending on the job you had ten years ago.

However, you can choose to emphasize or downplay your work history. It all depends on if the information is going to help you or hurt your chances of getting an interview.

Organize your résumé with the most impressive section first.

Here are some reasons to consider emphasizing the Employment Section:

- You have been with your current or last job for 10 years or more.
- You have worked 5 or more years for each of your main employers.
- You have impressive job titles that make you look skilled. Examples: Supervisor, Tractor Driver, Machine Operator, Welder, Office Manager, Trainer, etc.

If you are going to emphasize this section, you will want to make it stand out. You can do this by using larger fonts or by making words **bold** or underlined. You can make it take up more space on the page by including a list of skills you used for each job, or by listing any accomplishments.

Résumés - Organizing Your Résumés

Here are some reasons to consider downplaying your Employment Section:

- You have a pattern of working jobs for less than three years each.
- You have many job titles that employers may consider to be un-skilled. Examples: Assembler, Farmworker, Temp, Server, etc.
- You have many periods of unemployment.

If you decide to downplay your work history, you want to make it attract as little attention as possible on the paper. The idea is to make the information look as unimportant as possible. You can do this by limiting each job to one line and avoid making words **bold** or underlined in this section. Avoid adding job descriptions, duty and skills lists to each job.



2. Decide on an Order:

Review the different sections from your Résumé Worksheet: Employment History, Skills, Education, etc. Decide which section has the most impressive information about you. The absolute best section about you should be first. The next most impressive section should be second, and so forth. Put numbers next to the sections so you can remember the order when you start typing up your résumé.

3. Type It Up:

Start at the top of the page with your name and contact information. Next type up the first section, then the second section and continue to the end. Finish with the line: References Available Upon Request.

4. Make it Fit:

Reorganize the wording, set up columns, reset margins, eliminate unimportant information, and change text sizes. The goal is to have the most important information about you fit on one page.

5. Make It Pretty:

Make your name the biggest thing on the page. Make your section headers stand out and match – either by changing the size, boldness, underline, using separators, etc.

Résumés - Reviewing the Quality of Your Résumés

Before you turn in your résumé to an employer, you need to make sure it is the best it can be. Here are some things you should do to check your résumé's quality, catch errors and fix them.

1. Run Spellchecker:

Most word processors have this option. The computer will show you what you have spelled wrong, if you have put in too many or too few spaces between words, and will catch problems with grammar. Use the computer to find and fix problems before you have anyone else look at it.

2. Review With Fresh Eyes:

Sometimes you get tired when you've been working on your résumé for a long time, and can't see the problems. Walk away from your résumé, wait for a day or two and then look at it again. You will probably catch many things you overlooked and can fix them faster than you would have when you worked on it in the first place.

3. Ask yourself all of these questions to make sure it is ready for other people to see:

- Does it look pretty?
- Is it only one page?
- Is my name the biggest thing on the page?
- Is my name clear and easy to read?
- Is my phone number on the résumé?
- Are all the section titles the same? Same Size? Same Font? Same Underline or Bold?
- Is the first section the most impressive thing about me?
- Is everything spelled out?
(*"September," not "Sept. "; "West," not "W"; "Worker Protection Standards Pesticide Training," not "WPS"; "English as a Second Language," not "ESL"; "Utah" not "UT"*)
- If you had to abbreviate because of space, are ALL dates, addresses and commonly understood things abbreviated?
(*Common things only! NEVER abbreviate names of credentials like "WPS" or training like "Basic Comp." or company names like "FTT"*)
- Can I easily find the sections like "Employment History," "Special Skills & Experience," "Education and Credentials"?
- Do I have all community service and volunteer work from the last 10 years listed?
- Do I have all jobs and employers from the last 10 years listed?
- Are my jobs listed in chronological order with the most recent first and going backwards to my oldest job at the end of the list?
- Are my most impressive and useful skills listed first in the skills section?
- Do I have any other skills I should include?
- Do I have any other training or credentials I forgot to list?
- Are all the company or school names spelled right?
- Are all trainings spelled correctly?
- Are all other words spelled correctly?
- Is my phone number correct?
- Is my address correct?
- Is my email address correct?
- Is "References Available Upon Request" the last thing on the page?
- Am I proud of how this résumé looks?

Résumés - Reviewing the Quality of Your Résumés

4. Have At Least T People Review & Give Suggestions:

You are too close to the work, and it makes you blind to certain things. Ask someone else's opinion, and they may see things you should fix before an employer sees it. It's always better to have an assortment of people review your work. So, choose people from different groups:

Friends or Relatives Who Have Known You Ten Years or More:

These people will have known you long enough to know your best qualities. They will usually be honest with you.

Teachers, Trainers and Educators Who Have Taught You:

These people usually have more experience editing. They should be able to help find spelling and grammar errors and may point out ways to make your educational experience more impressive.

People You Have Worked With:

These people will know what kind of worker you are. They will be able to tell you if you have missed any skills you used when you worked with them. Additionally, they can catch exaggerations about the work you've done.

People You Have Worked For:

These people have the perspective of employers. They have seen how you work, follow directions, and what kind of attitude you have. They know what qualities employers value and can help you include any of those qualities you may have.

People Who Make Hiring Decisions:

These people will have the most experience reviewing résumés. They have seen different styles and layouts, and can give suggestions to make your résumé more attractive and memorable. Also, they know what they like to see on résumés, and what they don't like to see. They can help you avoid common mistakes and make your résumé better than others.

Strangers:

These people don't know you, so they can make judgments based on the résumé and not their experience with you. They can tell you if your résumé is a good introduction to you or if you need more information.

Many people won't know what to look for or how to help you. To make the review more useful, you can tell them you want them to answer these questions:

- What errors did you find?
- Can you think of anything I forgot?
- What can I do to make it better?
- Does it make me look like someone you would hire? If not, what can I do to change that?
- What did you like best about my résumé?



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