

TYPES OF RESUMES

Chronological Resume—Highlights the sequencing of jobs. Shows progression in employment with no job gaps.

Functional Resume—Stresses skills, not dates. Identifies three to five broad skill areas that relate to the job objective.

Combination Resume— Includes skills and qualifications as well as work experience, job responsibilities and dates.

Heading

Bold your name and use larger font size. Use your current contact information and most professional email address.

Objective

State that you are pursuing a specific position, and/or describe the type of work environment sought.

Education/ Training

List college major, the degree you are pursuing, and city/state. Include the expected date. List high school diploma or equivalent, school and city/state, date optional.

Related Experience

May include different kinds of experiences—paid work, internships, co-op, campus activities, volunteer, and summer jobs that highlight your related skills.

Need help?

Contact the Leeward Job Prep Services office at (808)455-0240 or email us at jobprep@hawaii.edu.

First & Last Name

Street Address
City, State, Zip
Contact Phone
Email Address

Objective: (Optional)

Brief statement of position seeking

Education/Training:

List all applicable education/training completed with location and dates—most recent first.

Related Experience:

Job Title, Organization, City, State, dates —most recent first. Include a brief description of job responsibilities. You might use bullets to separate items.

Honors & Awards:

Title, Organization, date, and a brief description.

References:

List at least three professional references or “Will be provided upon request.” Consider using past employers, teachers, counselors, supervisors, community service organizers, etc. Avoid personal references. (You may choose to include a list of your references on a separate sheet instead.)

First & Last Name

Street Address
City, State, Zip
Contact Phone
Email Address

Objective: (Optional)

Brief statement of position seeking

Education/Training:

List all applicable education/training completed with location, dates—most recent first.

Skills (& Qualifications):

Functional Skill Heading #1
Summarize your accomplishments
Functional Skill Heading #2
Summarize your accomplishments

Work History:

Job Title, Organization, City, State, dates. You may include a very brief description of responsibilities—most recent first.

Honors & Awards:

Title, Organization and date(s). May include brief description.

References:

At least three professional references or statement that they will be provided.

Skills & Qualifications

This is the main focus of a functional resume and should occupy a large part of the page.

Find 3-5 major functional areas for your headings from the job description.

Skills are from all types of experiences such as internships, volunteer, paid jobs and classes.

Work History

May include a brief description of your work responsibilities, although specific skills are to be listed in Skills section.

Honors & Awards

Use this section to highlight other qualifications or talents. You may include any honors, grants or scholarships.

Examples of Functional Skills Headings: Accounting, Administration, Advertising, Advising, Certifications/Licensure, Coaching, Communications, Community, Computer Skills, Computer Language, Construction, Coordination, Customer Service, Editing, Events Planning, Fundraising, Instruction/Teaching, Leadership, Languages, Management, Presentation Skills, Publications, Research, Sales, Specialized Tools/Equipment, Technical Skills, and Training.

COVER LETTER BASICS

Note: You have 10–30 Seconds!
A sloppy or unclear cover letter may hurt the chances of it being read. Use black type on white or off-white paper, avoiding graphics. Choose an easy-to-read font between 8 and 12 pts, and limit your use of underlining and italics.

First & Last Name
98-765 Street Address, City Name, HI 96000
(808) 987-6543
email@hawaii.edu

June 15, 2010

Contact Person
Title
Company Name
1234 Street Address
City Name, ST 96000

Dear Contact Person:

I am writing to apply for the position of Clerical Assistant as advertised in the *Honolulu Star Advertiser* on June 7, 2010.

For the past year, I have worked as an Office Assistant in the Office of the Vice Chancellor at the University of Hawaii West 'Oahu. My responsibilities included appointment scheduling, reception, answering multiple phone lines and file management.

At the end of this month, I will graduate from Leeward Community College with an Associate degree in Business Technology. I would like to use the job skills I've acquired in addition to my coursework in an Assistant position within your company.

Enclosed is my resume for your consideration. I would appreciate the opportunity to meet with you to discuss the position and my qualifications. Please contact me for an interview at the above address or by calling (808) 987-6543.

Sincerely,
your Signature
First Last Name

Enclosure: Resume

Business Address
Justify the address to the left. Address your cover letter to the contact person listed in the job posting, along with their title. If no contact is listed, simply use the business address.

Greeting
If no contact is listed, use a general greeting such as, "To Whom It May Concern." Use a semi-colon as with any business letter.

Heading
Use the same heading as with your resume. Use a clean font that can be easily read. You can accentuate your name by using a slightly larger and/or bold font. Be sure to include contact information that you access regularly. Choose an e-mail address that is professional-looking, not casual.

Introduction / Opening Paragraph
This brief paragraph introduces the reason for your letter, usually in response to a job listing. Note the correct position name and where it was posted. If you have been referred to apply, mention the contact's name. The paragraph will be two to four sentences long.

Body / Middle Paragraph(s)
The body of your cover letter gives you an opportunity to relate your work and educational background to the company or position you are applying to. Rather than reproducing your resume, your cover letter provides new information or details to encourage the employer to consider you. These one to two paragraphs may be lengthy; however, your entire cover letter should be one page.

Closing Paragraph
This brief paragraph summarizes your interest in applying for the position. It includes a positive statement requesting an interview or further contact. Your closing should refer to your contact information.

- Other Cover Letter Tips**
- Maintain a professional tone.
 - Keep your letter to one page.
 - Check your spelling and grammar before submitting.
 - Double check the employer and position info for accuracy.
 - Always include a cover letter with your resume, including e-mail submissions.

Need more assistance?
Visit the Job Prep Services Office at Leeward Community College Room AD-222 or call 455-0240 to set up an appointment with a Job Prep Services Specialist.