



The purpose of this worksheet is to aid in the writing and development of each section of a professional resumé.

Resumé Heading: Your Contact Information

The heading information on a resumé is used by an employer to contact you. List your name at the top of the page (either centered or pulled out to the margin) and make it stand out through bolding and capitalization. The heading should be slightly larger than the text of your resumé. List your address (street address is optional), city, zip code, email address, and telephone number with area code.

Name: _____

Address: _____

Phone#: _____ Email: _____

Heading Example

Susan Sample

1234 Resumé Boulevard, * Rochester, NY 14620
(585) 555-1212, email@address.com

* *Street address is optional.*

Profile of Skills/Summary Statement

A good alternative to your objective is a profile or summary statement, a brief outline of your experiences and skills for a job. The statement can focus on ways you can add value to and benefit the company. It should be written from the perspective of what you have to offer the company rather than what you want from the employer or a position/job.

To develop a strong, targeted summary, think of the following questions:

- What are some of your accomplishments? Achievements?
- What skill(s) do you possess that is directly related to this position?
- What transferable skills do you have that would apply to this position

Summary Statement Example

New graduate seeking Administrative Assistant position requiring customer service, clerical and public relations abilities.

Education

Include the complete title of your Associate degree followed by the program name; do not abbreviate. After this, include the month and year of your anticipated graduation. Place the name of the college that you received your degree from directly below your degree information; include the city and state of the college (avoid including street address). If you hold more than one degree, list the most current degree first and the remainder in reverse chronological order from most current to least current.

If you lack experience when applying for your first professional job, consider a “Related Courses” section listing those courses that relate to your career objective.

Include your cumulative GPA if it is 3.5 or above.

Related Courses

Honors or Scholarships and Awards

List any honors, scholarships, or awards you’ve received. Include the name of the honor or award, date received and the name of organization giving award.

Education Example

Associate in Applied Science, Computer Technology, May 2020

Monroe Community College, Rochester, NY - Overall GPA: 3.59

Related Courses Example

Digital Computers & Information Processing

Introduction to Networks

Operating Systems & Peripherals

Communications & Networking

AC/DC Circuit Analysis

Intro to UNIX

COBOL

Web Site Design

Honors Example

Member, Phi Theta Kappa, Spring 2019 – Present

Member, Dean’s List, Fall 2019 – Present

Recipient, Salute to Excellence Scholarship, Monroe Community College, May 2018

Certifications & Licensures

Examples might include CPR/First Aid, Microsoft, ServSafe, and so on.

Name of Certificate/License: _____ Date Received/Expires: _____

Organization granting Certification/Licensure: _____

Research and/or Class Projects

Note research or class projects which are related to your field of interest if appropriate.

Experience: Work, Internships and/or Related

List your employment experience or internship experience starting with the most recent information first. When describing any work experience or job, always give concrete examples of your duties, accomplishments, or achievements and back them up with numbers or percentages if possible. You may include:

- Full-time and part-time jobs
- Internships and co-op’s
- Work study or on-campus jobs
- Seasonal employment
- Volunteer positions
- Military service

Include your job title (position held) first to emphasize what you did, followed by the place of employment, the employer’s city and state, and the dates of employment (month/year).

Position & Company Information

Include the job title (position held), place of employment, employer’s city and state, dates of employment (month/year).

Job Title: _____ Dates of Employment: _____

Company Name: _____ Company’s City, State: _____

Job Tasks & Accomplishments

Experience Example

Front Desk Clerk, ABC Hotel, Rochester, NY, May 2018 - Present

- Check-in/ out hotel guests, answer questions and provide local area attraction information
- Book reservations, operate switchboard, reconcile receipts, record keeping and computer data entry
- Assist with planning and running of events, conferences and meetings
- Provide consistent excellent customer service to all guests and visitors

Professional Associations

List name of organization and dates of membership. Note whether you are a student member or professional member of an association/organization.

Involvement: Campus, Community, Volunteer

Highlight activities that demonstrate involvement in organizations, including leadership roles and note your length of membership.

References

References are **not** typically included on your resumé. Create a separate references page, listing at least 3 individuals who can attest to your work ethic, academic performance, skills and abilities. Ask these individuals to serve as references prior to including on your reference page.

Next Steps

Email your resumé and/or cover letter for review at the Career Services at careercenter@monroecc.edu. Please allow a minimum of 72 hours for feedback. Once you have made corrections to your resumé and/or cover letter, you may want to make an appointment with our staff to further discuss your situation.