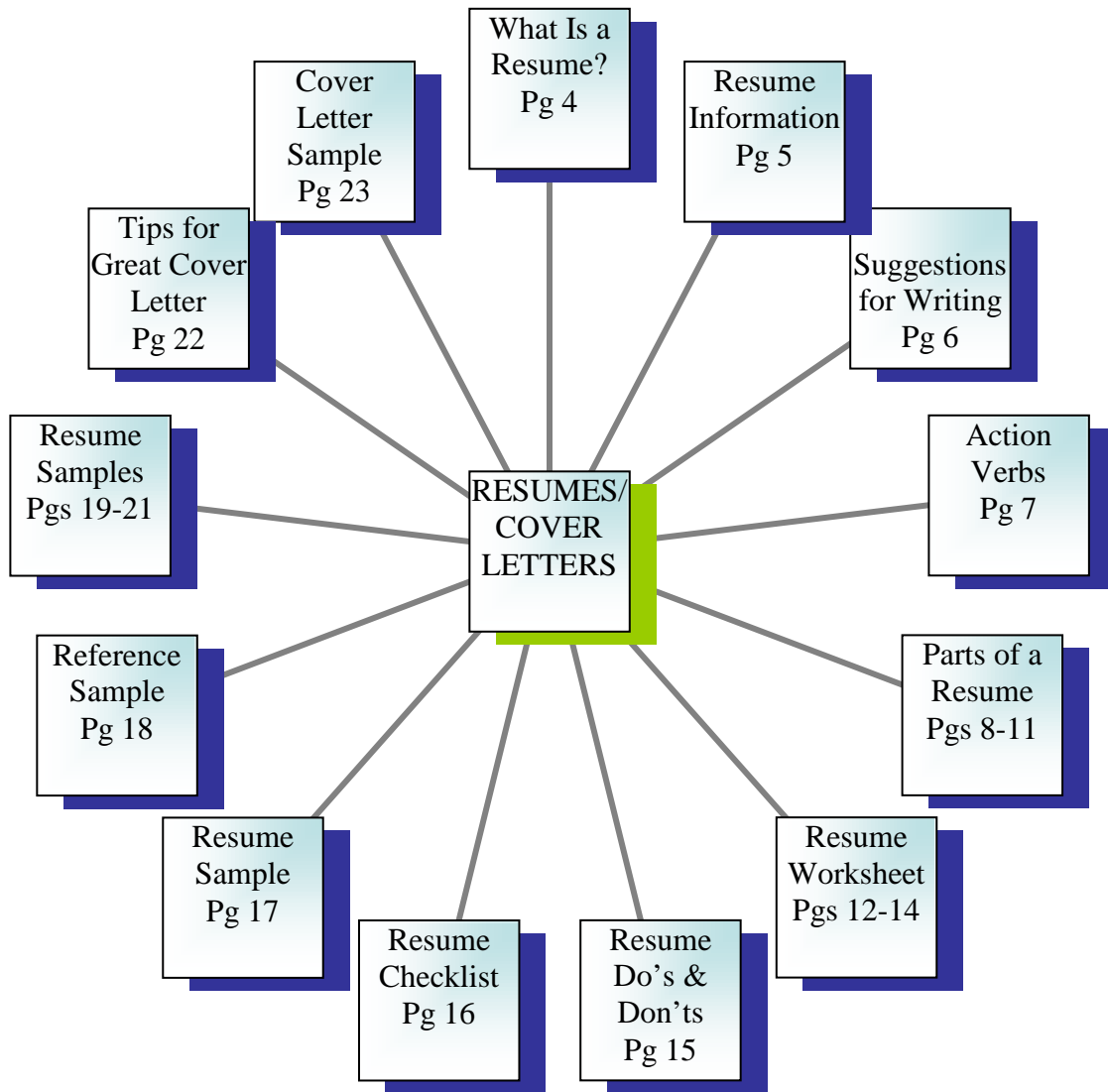


RESUME/COVER LETTER FOR YOUNG ADULTS





What is a Resume??



HIRE ME!

An 8 second mini
Billboard advertising

YOU!!!

RESUME INFORMATION

Why do I need a resume?



1. A resume tells the employer what you have done in the past and what you can do for the company now.
2. A resume provides an advance contact with the employer to generate interest in you so that the employer will want to interview you.
3. Your resume is the tool you will use to sell yourself.

Before writing your resume think about:



- ⊗ The type of job you want to apply for and tailor your resume around that type of job.
- ⊗ Yourself-what are your strengths and skills that you want to bring to the job.
- ⊗ The type of experience you must have to do the job.
- ⊗ Quantifying your skills- tell the employer how well you did a task by mentioning a percentage or a number associated with the skill/ example – "Waited on an average of 20 customers per hour", "Answered 50 phone calls".



Suggestions For Writing A Resume

→ Keep it to one page (2 at the most)



→ Don't try to make it too fancy, use an easy to read font style



→ Don't tell everything about yourself



→ Don't include personal information like age or birth date



→ Check for spelling and grammar – ERROR FREE



→ Use a computer, don't hand write it



→ Use “ed” words – see action verbs sheet next page

→ Use top quality printers and paper



→ Use ivory, white, or gray bond paper using black ink only



→ Use matching envelopes



→ Have someone proofread for spelling, grammar, and punctuation





What did you accomplish? Here is a list of verbs that can help you communicate what you did.

Action Verbs

Management Skills	Research Skills	Communication Skills	Clerical or Detail Skills	Technical Skills
Administered	Clarified	Addressed	Approved	Assembled
Analyzed	Collected	Arbitrated	Arranged	Built
Assigned	Critiqued	Arranged	Catalogued	Calculated
Attained	Diagnosed	Authored	Classified	Computed
Chaired	Evaluated	Collaborated	Collected	Designed
Consolidated	Examined	Convinced	Compiled	Devised
Contracted	Extracted	Corresponded	Dispatched	Engineered
Coordinated	Identified	Developed	Executed	Fabricated
Delegated	Inspected	Directed	Generated	Maintained
Developed	Interpreted	Drafted	Implemented	Operated
Directed	Interviewed	Edited	Inspected	Overhauled
Evaluated	Investigated	Enlisted	Monitored	Programmed
Executed	Organized	Formulated	Operated	Remodeled
Improved	Reviewed	Influenced	Organized	Repaired
Increased	Summarized	Interpreted	Prepared	Solved
Organized	Surveyed	Lectured	Processed	Upgraded
Oversaw	Systematized	Mediated	Purchased	
Planned		Moderated	Recorded	
Prioritized	Creative Skills	Negotiated	Retrieved	Teaching Skills
Produced	Acted	Persuaded	Screened	Adapted
Recommended	Conceptualized	Promoted	Specified	Advised
Reviewed	Created	Publicized	Systematized	Clarified
Scheduled	Customized	Reconciled	Tabulated	Coached
Strengthened	Designed	Recruited	Validated	Communicated
Supervised	Developed	Spoke		Coordinated
Helping Skills	Directed	Translated	Financial Skills	Demystified
Assessed	Established	Wrote	Administered	Developed
Assisted	Fashioned		Allocated	Enabled
Clarified	Founded	Accomplishment	Analyzed	Encouraged
Coached	Illustrated	Achieved	Appraised	Evaluated
Counseled	Initiated	Expanded	Audited	Explained
Demonstrated	Instituted	Improved	Balanced	Facilitated
Diagnosed	Integrated	Pioneered	Budgeted	Guided
Educated	Introduced	Reduced (losses)	Calculated	Informed
Expedited	Invented	Resolved (problems)	Computed	Instructed
Facilitated	Originated	Restored	Developed	Persuaded
Familiarized	Performed	Spearheaded	Forecasted	Set goals
Guided	Planned	Transformed	Managed	Stimulated
Motivated	Revitalized		Marketed	Trained
Referred			Planned	
Rehabilitated			Projected	
Represented			Researched	

PARTS OF A RESUME

- 😊 **Contact Information** - regardless of the resume type you choose, the most important information goes first. The contact information should consist of your name, street address, city, state, zip code, and telephone number.

Sample: Lisa Johnson
500 Main Street
Havre, Mt 59501
(406) 262-0000
ljohnson@mtintouch.net

- 😊 **Objective or Summary** - let the employer know the type of position you want and the skills you have.

Objective - tells the reader the type of job you want. Avoid writing an objective that is either too general or too limiting.

Sample: Seeking an entry-level carpentry position with a focus on demolition and operation of heavy equipment.

Summary - a brief summation of your skills, experience, knowledge, and achievements. It is designed to give the reader a quick overview of your qualifications. It gives the reader a glimpse about you.

Sample: Hard-working, reliable, and motivated individual who is dedicated to doing the best job possible. Takes initiative to solve problems. Hands-on experience working with power tools. Knowledge of various phases of construction including demolition, framing, and roofing. Interested in learning more about warehousing procedures.

- 😊 **Work Experience** - highlights relevant job information. The type of resume you write will determine how this information should be written. It is also referred to as the Professional Experience, Career History, or Work History section. If you have gaps in your employment, you should use a Functional or Combination resume.

Sample:

Work Experience

Kmart, Havre, MT

6-05 to 1-06

Cashier

- ◆ Operated automatic cash register to total customers' bill
- ◆ Stocked product shelves
- ◆ Resolved customer questions regarding purchases
- ◆ Waited on 25 customers per hour

McDonald's, Havre, MT

1-05 to 4-05

Fast Food Worker

- ◆ Received customers' food order
- ◆ Totaled customers bill and counted change for customer
- ◆ Prepared salads
- ◆ Cooked food on grill
- ◆ Operated fryer

Achievement

- ◆ Awarded "Employee of the Month" for providing excellent customer service

- ☺ **Education** - list the degrees you have attained with the highest degree level first. If you are currently attending school, put the school and the anticipated date of your graduation.

Sample:

MSU-Northern, Havre, MT

Office Assistant Program - currently enrolled

Havre High School, Havre, MT June 2005
Business Courses

Activities

- ◆ Business Club, Secretary
- ◆ Peer-to-Peer Association, member

- ☺ **Other Activities** - this section is optional and should be completed if the activity will enhance your resume such as academic awards, honors, software experience, or community activities.

- ☺ **References** - the reference section can be included on the resume or you can say "Available on Request" - these would be on a separate sheet with your contact information.

- Selecting Your References: many employers want to verify the things you have told them about yourself. They will ask you for the names of people who know you and your work. Here are the sources of the most common references.
- Work References: this is usually the person who supervised you on a paid or volunteer job. Most employers think that these are the best sources for determining the kind of worker you are.

- Personal & Professional References: these include people who know you well. Most employers will not bother to contact a relative or friend about you. They know that these people like you but may not be able to give them information about your work skills.

Better choices are teachers, coaches, scout leaders, and other adults who know you well. These are people who can tell an employer that you are likely to make a good worker.

Usually you should have 3 references.

- Remember: pick references who will say good things about you. Talk to them in advance, and discuss what they will say. Tell them the type of job you are looking for and the skills and experience you have to do it well. Also give them a copy of your resume. Make sure these people can be reached easily by phone during the day. This is when most employers will call.

Sample:

Work Reference

Joe Smith
Owner
McDonald's of Havre
200 West First Street
Havre, MT 59501
(406) 265-0000

Personal Reference

Mary Neighbor
Family Friend
1200 McKinley Avenue
Havre, MT 59501
(406) 262-0000

Resume Worksheet

Name

Street Address

City, State, Zip Code

Telephone Number (must at least have a reliable message number)

E-mail Address (only use if name is in good taste)

Objective

(Write a statement about the type of job you are seeking)

Summary

(Write a paragraph about you, describing your skills and abilities)

Skills and Strengths

(Make a list)

Education/Awards/Honors
(High school, School awards, School honors)

Work Experience
(List the name of the company, city, state, and the dates worked)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Job Duties Performed
(List the job title and all duties performed at each job)

Job #1 _____

Job #2 _____

Job #3 _____

Community Involvement/Volunteer Work
(List the name of place worked and the duties performed)

References – Work and/or Personal – usually use a total of 3

Work

Name: _____
Position: _____
Place of employment: _____
Mailing Address: _____
City, State, Zip: _____
Phone: () _____

Personal

Name: _____
Relationship: _____
Mailing Address: _____
City, State, Zip: _____
Phone: () _____






Work

Name: _____
Position: _____
Place of employment: _____
Mailing Address: _____
City, State, Zip: _____
Phone: () _____










Personal

Name: _____
Relationship: _____
Mailing Address: _____
City, State, Zip: _____
Phone: () _____

RESUME DO'S

- ✚ Use as a sales brochure. Attract the prospective employers' attention and make them want to interview you. 
- ✚ Design resume to focus the employer's attention on your positive features. 
- ✚ Use a cover letter to prospect for jobs. 
- ✚ Use as an opening contact when seeking an interview. 
- ✚ Put the strongest statements at the top, working down from that. 

RESUME DON'TS

- 🚫 Don't assume that a resume takes the place of an application. 
- 🚫 Don't try to anticipate every possible question employers ask. 
- 🚫 Don't include pictures. 
- 🚫 Don't list relatives as references. 
- 🚫 Don't put resume in fancy binders or folders. 
- 🚫 Don't forget phone number, area codes, zip. 
- 🚫 Don't highlight problems (hospitalization, handicaps) 
- 🚫 Don't include addresses of prior employers in the work histories. 
- 🚫 Don't include salary information. 



RESUME CHECKLIST

YES	NO	
		Are there any typing or spelling errors? (check twice)
		Are all statements easily understood?
		Is each line short and to the point?
		Have repetitions been eliminated?
		Does each position demonstrate easily understood accomplishments?
		Are all major time periods covered?
		Has all unnecessary information been eliminated?
		Is layout simple, professional and attractive?
		Does the resume present best possible picture of you?
		Has the resume been reviewed by someone else?



HIGH SCHOOL RESUME

CHRISTINE JONES

24 Mansfield Avenue

Havre, MT 59501

(406) 262-0000

Chris73118@hotmail.com

PROFILE:

An enthusiastic and hard working high school graduate who is keen to find a position in a major accountancy practice. Reliable, trustworthy, good with numbers and meticulous. Worked in school office last school year and gained an understanding of office procedures. Able to work on own initiative or as part of a team and can deal with administrative duties competently.

EDUCATION:

- **Havre High School**, Havre, MT. Graduated 10th in class of 170 students and received honors in Science with GPA of 3.5

EXPERIENCE:

Office Assistant, Havre High School, 2005-2006

- Typed reports using Microsoft Word
- Organized and maintained filing systems
- Contacted students in classes when needed in office
- Handled incoming telephone calls

Intern, Havre Senior Center, 2004

- Organized local advertising drive that increased the number of seniors coming to the Center by 20%
- Organized games for people attending in the afternoons
- Escorted some of the elderly people to and from the Center

INTERESTS:

Played clarinet in band since 8th grade

Sang in school choir and select singing group

REFERENCES: Available on request (Be sure to ask your references if you can use them. Send them a copy of your resume. Have a separate sheet with your contact information and reference information to give to employers.)

HIGH SCHOOL RESUME REFERENCE SHEET

CHRISTINE JONES

24 Mansfield Avenue

Havre, MT 59501

(406) 262-0000

Chris73118@hotmail.com

Mary Smith

Registrar

Havre High School

1234 Smith Avenue

Havre, MT 59501

(406) 265-1234

Nancy Jones

Director

Havre Senior Center

8900 First Avenue

Havre, MT 59501

(406) 262-0909

Sam Fun

Teacher

567 Cactus Drive

Havre, MT 59501

HIGH SCHOOL STUDENT WITHOUT WORK HISTORY

JAMES S. JOBLESS

12 Moore Avenue, Havre, MT 59501
(406) 265-3333

- OBJECTIVE:** Seeking entry-level position in retail sales
- EDUCATION:** 2005: Diploma, Havre High School, Havre, MT
* Courses: Public Speaking, Math, Computers
- SKILLS & ABILITIES:**
- Math
- * Maintained 3-year "B" average in algebra and geometry.
 - * Computed own 1040EZ tax return, earned \$340 rebate.
 - * Managed \$800 investment that earns 9.2% annual return.
- People
- * Read to and played checkers with elderly at nursing home.
 - * Average but enthusiastic member of basketball team.
 - * Helped raise \$680 for Students Against Drunk Driving.
- Product Knowledge
- * Sports & athletics
 - * Auto & mechanical
 - * Consumer Electronics
 - * Music & videos
- Electronic Cash Registers
- * High school computer classes and talent at programming VCR's would help to quickly learn to use electronic cash registers.
- PERSONAL:**
- * Reliable: Missed only two days of school this year.
 - * Honest: Returned \$20 check-cashing error to bank.
 - * Friendly: Computer club, volunteering, sports team.
- REFERENCES:** Available on request

HIGH SCHOOL STUDENT WHO WILL GRADUATE IN JUNE 2007

GINA SANDERS
1024 Mountain Avenue
Havre, MT 59501
(406) 262-0000
gsanders@hotmail.com

Education:

Havre High School – Junior
GPA: 3.8/4.0

Diploma Expected June 2007

Volunteer Experience:

Cashier – Lions Booth Northern Montana Fair

August 2004, 2005, 2006

Supervisor: Marla Bones

- Ran cash register at food service booth
- Provided excellent customer service
- Prepared and cleaned food preparation area
- Responsible for expediting customer food orders

Mentor – Boys and Girls Club

February 2005 – Present

Supervisor: John Smith

- Mentor for a special needs child
- Communicated with co-workers and supervisor to coordinate mentor activities
- Organized and implemented special outings

Activities and Honors:

- Class Counsel Representative; September 2004 – Present
- Key Club, Secretary; September 2005 – Present
- All State Volleyball; October 2005
- Volunteer Coach, City of Havre Volleyball; Summer 2005
- National Merit Qualifier; May 2006
- Prom Committee Chairperson; February – May 2006

References:

Marla Bones
Supervisor
Lions Booth
234 South Main
Havre, MT 59501
(406) 265-1111

John Smith
Supervisor
Boys and Girls Club
1270 Grant Avenue
Havre, MT 59501
(406) 265-9999

Paul Volley
Volleyball Coach
809 Citrus
Havre, MT 59501
(406) 262-6666
(406) 262-6666

JUST OUT OF HIGH SCHOOL – NEVER HAD A PAYING JOB

JESSICA E. JOBLESS

123 Smithville
Havre, MT 59501
(406) 262-1234

AREA OF EFFECTIVENESS

Clerk

Type 50 words per minute; familiar with accounts receivable, accounts payable, various ledgers and journals, methods of record keeping and filing.

Musician

Played clarinet in private and band settings for seven years (Pep Band, Honors Band). Was clarinet section leader one year; lettered in band four years; earned awards in band and am listed in Senior American Hall of Fame – Music.

Timeliness

99.3 percent on time for classes in four years of high school. 98.6 percent attendance in the same four years of high school.

OTHER EXPERIENCE

As a member of 4-H raised and showed two sheep. Researched, chose seed, planted, weeded and tended garden. Entered carrots, peas, corn, tomatoes, pumpkins and squash in the fair and won many ribbons over eight years.

EDUCATION

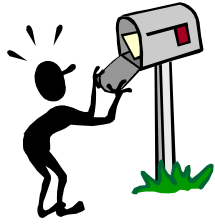
Havre High School, Havre, Montana 59501 – earned diploma
Took required subjects plus typing and accounting. GPA 3.0/4.0

LEISURE ACTIVITIES

Enjoy reading, drawing, music, puzzles and handwork.

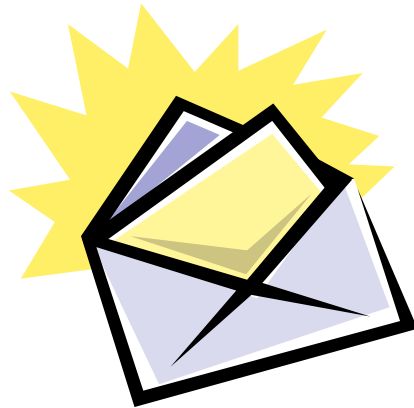
REFERENCES

Available on request.



Tips for Writing a Great Cover Letter

- Address your letter to a specific person in the company.
- Spell, punctuate, and paragraph correctly.
- Write in your own words and in conversational language.
- Follow rules of layout and format of a standard business letter. Use good quality paper.
- Be brief, concise and to the point.
- Write the letter about what you can offer employers, not what you think they should be offering you.
- Describe your skills as they relate to the job.
- Avoid using the word "I" too often.
- Close with a direct request for some sort of action (i.e. – interview or appointment).
- Sign the letter.





Sample Cover Letter

September 16, 2010

Jessica E. Jobless
123 Smithville
Havre, MT 59501
(406) 262-1234

Sam H. Job
Owner
Sam's Accounting
12 First Street
Havre, MT 59501

Dear Mr. Job:

I am interested in the position of accounts receivable clerk which you advertised the Havre Daily News.

The enclosed resume outlines my experiences and skills in accounts receivable and other bookkeeping areas. I am familiar with Sam's Accounting and the quality accounting you do.

Please call me at any time. My phone number is (406) 262-1234 and someone is at it most of the time. I will contact you again next week if I don't hear from you by then.

Sincerely,

(Your Handwritten Signature)

Jessica E. Jobless

