

# Resume Workbook

## Suggested Resume Workbook Websites

Pat Criscito.com

<http://www.pateriscito.com/>

Susan Ireland

<http://susanireland.com/>

JobStar: Job Search Guide

<http://jobstar.org/index.php>

Purdue OWL (Online Writing Lab)

<http://owl.english.purdue.edu/owl/>

The Writing Process>Professional, Technical, and Job Search Writing

The Riley Guide: Employment Opportunities and Job Resources on the Internet

<http://rileyguide.com>



Arlington Heights Memorial Library  
500 N. Dunton Ave.  
847-392-0100  
[www.ahml.info](http://www.ahml.info)

# KEYWORDS

Keyword: \_\_\_\_\_  
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Synonym: \_\_\_\_\_

## CONTACT INFORMATION

This final stage of information gathering will provide you with all the information you need to begin your résumé. For the contact information, you can use your full name, first and last name only, or shortened names (Pat Criscito instead of Patricia K. Criscito).

Do not use work telephone numbers or a work e-mail address on your résumé. Potential employers tend to consider that an abuse of company resources, which implies you might do the same if you are working for them. Listing a cellular telephone number on your résumé gives a hiring manager a way to reach you during working hours.

Avoid the use of "cutesy" e-mail addresses on a résumé. If you use *babycakes@aol.com* for your personal e-mail, create a second e-mail address under your account that will be more professional. If your only access to the Internet is at work, then create a free-mail account at *hotmail.com*, *juno.com*, *usa.net*, *yahoo.com*, *mail.com*, *excite.com*, *e-mail.com*, or *altavista.com*. Check [www.refdesk.com/freemail.html](http://www.refdesk.com/freemail.html) for a list of even more free e-mail services.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

COUNTRY (if applying outside the country where you live) \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

WEB SITE \_\_\_\_\_

# QUALIFICATIONS PROFILE

Keep the qualifications profile short, sweet, and to the point. I tend to limit them to five or six bullets, although there are exceptions to this rule when creating a curriculum vita or other types of professional résumés. I'll give you a few extra places to list that information if you need a longer profile, but try to use no more than six of the blanks.

You can title this section with any of the following headlines: Profile, Qualifications, Highlights of Qualifications, Expertise, Strengths, Summary, Synopsis, Background, Professional Background, Executive Summary, Highlights, Overview, Professional Overview, Capsule, or Keyword Profile.

OBJECTIVE/FOCUS (this can become the first sentence of your profile or stand alone) \_\_\_\_\_

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SECOND SENTENCE (areas of expertise) \_\_\_\_\_

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STRENGTHS \_\_\_\_\_

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STRENGTHS \_\_\_\_\_

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STRENGTHS \_\_\_\_\_

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STRENGTHS \_\_\_\_\_

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STRENGTHS \_\_\_\_\_

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STRENGTHS \_\_\_\_\_

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# RELATED QUALIFICATIONS

AFFILIATIONS (professional associations, chambers of commerce, Toastmasters, etc.) \_\_\_\_\_

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LANGUAGES (with levels of proficiency\*) \_\_\_\_\_

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\*Fluent (absolute ability, native), Highly Proficient (3 to 5 years of usage in the country), Proficient (able to understand the subtleties of the language), Working Knowledge (can conduct everyday business), Knowledge (exposure to the language, courtesy phrases)

LICENSES \_\_\_\_\_

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CERTIFICATIONS \_\_\_\_\_

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CREDENTIALS \_\_\_\_\_

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PRESENTATIONS/SPEECHES (title, meeting, sponsoring organization, city, state, date) \_\_\_\_\_

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EXHIBITS \_\_\_\_\_

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PUBLICATIONS (authors, article title, publication title, volume, issue, page numbers, date) \_\_\_\_\_

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GRANTS \_\_\_\_\_

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# RELATED QUALIFICATIONS

SPECIAL PROJECTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESEARCH \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UNIQUE SKILLS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VOLUNTEER ACTIVITIES, CIVIC CONTRIBUTIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HONORS, AWARD, DISTINCTIONS, PROFESSIONAL RECOGNITION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPUTERS \_\_\_\_\_  
\_\_\_\_\_

Applications (MS Word, Excel, PowerPoint, etc.) \_\_\_\_\_

Operating Systems (Windows, Macintosh, UNIX, etc.) \_\_\_\_\_

Databases (Access, Oracle, etc.) \_\_\_\_\_

Programming Languages \_\_\_\_\_

Networking \_\_\_\_\_

Communications \_\_\_\_\_

Hardware \_\_\_\_\_

OTHER RELEVANT SKILLS \_\_\_\_\_  
\_\_\_\_\_

Actors (singing, musical instruments, martial arts, etc.) \_\_\_\_\_

Secretaries (typing speed, shorthand, etc.) \_\_\_\_\_

Welders (TIG, MIG, ARC, etc.) \_\_\_\_\_

INTERNATIONAL (travel, living, cross-cultural skills, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# COLLEGE EDUCATION

Use this form to collect information on your formal college education. Write down everything you can think of, regardless of whether you use it on the final résumé. You will narrow the list later. There is a separate page included in this section for each degree.

DEGREE \_\_\_\_\_

SCHOOL \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

YEARS ATTENDED \_\_\_\_\_

YEAR GRADUATED \_\_\_\_\_ GPA \_\_\_\_\_

MAJOR \_\_\_\_\_

MINOR \_\_\_\_\_

THESIS/DISSERTATION \_\_\_\_\_

\_\_\_\_\_

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SIGNIFICANT PROJECTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HONORS, AWARDS, SCHOLARSHIPS, ETC. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTIVITIES (volunteer, leadership, sports, social groups, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDY ABROAD (program, school, country, special areas of study) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# VOCATIONAL/TECHNICAL TRAINING

Use this form to collect information on your vocational, technical, occupational, and military training. Write down everything you can think of, regardless of whether it relates to your job goal. You will narrow the list later.

NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

RESULT (certification, diploma, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

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NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

RESULT (certification, diploma, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

~~~~~

NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

RESULT (certification, diploma, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

~~~~~

NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

RESULT (certification, diploma, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

~~~~~

NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

RESULT (certification, diploma, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

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# PROFESSIONAL DEVELOPMENT

Use this form to collect information on your professional development and continuing education, including in-services, workshops, seminars, corporate training programs, conferences, conventions, etc. Write down everything you can think of, regardless of whether it relates to your job goal. You will narrow the list later.

NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

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NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

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NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

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NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

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NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

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NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

~ ~ ~ ~ ~

NAME OF COURSE \_\_\_\_\_

PRESENTED BY (company, school, etc.) \_\_\_\_\_

DATES ATTENDED \_\_\_\_\_

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# REFERENCES

Unless an advertisement specifically requests references, don't send them with your résumé. Type a nice list of three to six references on the same letterhead as your résumé to take with you to the interview. Use this form to collect the information for your reference list. Choose people who know how you work and are not just personal friends or family members.

NAME \_\_\_\_\_  
RELATIONSHIP TO YOU \_\_\_\_\_  
COMPANY \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_  
RELATIONSHIP TO YOU \_\_\_\_\_  
COMPANY \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_  
RELATIONSHIP TO YOU \_\_\_\_\_  
COMPANY \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_  
RELATIONSHIP TO YOU \_\_\_\_\_  
COMPANY \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_  
RELATIONSHIP TO YOU \_\_\_\_\_  
COMPANY \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_  
RELATIONSHIP TO YOU \_\_\_\_\_  
COMPANY \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_