

Tips for Starting a Resume

A resume should only be 1-2 pages.

Use a basic font such as Times New Roman or Arial – in 10, 11, or 12 point, depending on the size of your resume. It should be single spaced.

Start with a header that includes your name, address, phone number, and email address.

Use bullet points and short phrases rather than sentences and paragraphs. Use “white space,” bolding, italics, etc. to emphasize key information (names of companies or schools, dates, etc.) and to make the information easier to read.

Put sections in order of importance for you (usually whatever is most relevant to your job search). Hiring managers don’t always have a lot of time to review resumes, so you want to make sure they get to the most important information first.

Work Experience and Education items should be in reverse chronological order (most recent first, etc.).

Under work experience, list 2-6 bullets for each position of what you did, what you accomplished, etc. These should each start with a strong action verb, in past tense if it is a past job (such as "assisted customers with purchases by providing important information regarding remodeling supplies) or present tense if it is a job you are still doing (such as “design artwork for brochures and websites”). Try not to repeat action verbs.

Stay consistent with your formatting. If you use periods after some bullets, do it for all; If you use “February 2009” in one area, use that format for the rest of your dates; etc.

You do not need to list references (or say that they are available). But have a reference list available to bring when you are called for an interview.

Do not include “personal” information such as Social Security Number, gender, Race/Ethnicity, age, etc.

If you have never done a resume before, I would suggest seeking help from our Career Services office (DP 1125, x1735; Skokie A107, x1417). I encourage you to reference the Resume Workbook, published by Career Services, which you can either pick a copy up at the offices listed above, or download it at <http://www.oakton.edu/resource/careerservices/Resume%20Workbook.pdf> and <http://www.oakton.edu/resource/careerservices/Resume%20Examples.pdf>

Jane Doe

10 North Ave
Town, IL 60000
(847) 123-4567
janedoe@hotmail.com

SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Languages: ASP.net 2.0, C, C++, Visual Basic, and SQL server
- Fluent in English and Polish
- Proven self-starter who can work independently and handle multiple priorities

EDUCATION

Oakton Community College Des Plaines, IL

Associates of Applied Science - Anticipated Completion June 2015

Completing General Education and Information Technology classes in anticipation of transfer to Depaul University in Fall 2015

- GPA: 3.44
- Honor Student
- STEM Student

WORK EXPERIENCE

Company A City, Illinois

Account Executive

May 2013-Present

- Secured new business and built territory from scratch.
- Developed customized advertising and marketing plans to serve the needs of clients.
- Promoted to local territory for account management and new business development of local print and online advertising sales.
- Exceeded advertising sales goals 12 out of 14 months.

Company B City, Illinois

Account Executive

April 2011-May 2013

- Generated advertising sales with national and local advertisers.
- Created media presentations and proposals for clients and agencies.
- Managed sales territory billing over \$1.4 million. Achieved growth in territory billing approximately 15 percent year-over-year.

Company 3 City, Illinois

Advertising Account Manager
2011

October 2009-March

- Placed and created radio and print ads and negotiated advertising budgets with local media.
- Designed quarterly newsletter and introduced advertisements.
- Developed seasonal promotions and post-tested advertising plan.

John Doe

30 Center Avenue
Town, IL 60000
(847) 123-4567

johndoe@hotmail.com

EDUCATION

Oakton Community College Des Plaines, Illinois
Human Resource Specialist Certificate

Anticipated Spring 2015

State University City, Illinois
Bachelor's of Science

Graduation 2009

Advertising major with minors in Marketing and Journalism; Participant in Study Abroad program.

WORK EXPERIENCE

Company A City, Illinois
Account Executive

May 2013-Present

- Secured new business and built territory from scratch.
- Developed customized advertising and marketing plans to serve the needs of clients with a variety of products.
- Promoted to local territory for account management and new business development of local print and online advertising sales.
- Exceeded advertising sales goals 12 out of 14 months.
- Winner of several sales incentive contests including Top 5 in Second Quarter Contest, Largest Percentage Over Goal Year-Over-Year, Largest Special Section Advertising Incentive, Third Quarter Team Competition.

Company B City, Illinois
Account Executive

April 2011-May 2013

- Generated advertising sales with national and local advertisers.
- Created media presentations and proposals for clients and agencies.
- Coordinated monthly special sections with staff, writers and graphics.
- Managed sales territory billing over \$1.4 million. Achieved growth in territory billing approximately 15 percent year-over-year.
- Classified Account Executive of the Year Award recipient: 2013.
- Top Revenue Producer Award: 2011, 2012 and 2013.

Company 3 City, Illinois
Advertising Account Manager

October 2009-March 2011

- Placed and created radio and print ads and negotiated advertising budgets with local media.
- Designed quarterly newsletter and introduced advertisements.
- Developed seasonal promotions and post-tested advertising plan.