

Topic: Resume Writing Trainee Handout



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Topic Objectives

At the end of this topic, with the aid of your handouts, you will be able to:

1. Describe the importance and purpose of a resume.
2. Recall the information that is common to all resumes (the anatomy).
3. Differentiate between the three different types of resumes.
4. Select the resume that is most appropriate for your work history so that your job skills can best be presented.
5. Identify skill sets and write skills statements.
6. Draft a functional (skills-based) resume targeted to the job you are seeking.

Sample Skills Statements

Medical

- Coded medical receipts for billing, reimbursements and statistical purposes.

Organization

- Accounted for and maintained a database for \$10 million of military installation property.
- Planned and scheduled large installation orders with in-house personnel, subcontractors and customers.

Training

- Developed and implemented new training procedures for employees, resulting in an 80% increase in retention.

Human Resources

- Supervised and trained a recruiting force consisting of six recruiting companies, 36 district offices and three employment counseling centers with over 200 employees.

Communication

- Served as principal liaison to schools, corporations, civic groups, and other agencies to present career and employment opportunities

Logistics

- Responsible for the manufacturing and distribution of automotive drive shafts – maintained 100 % process benchmarks for on time delivery and shipments

Accounting

- Maintained sub-ledgers for various accounts, including reviewing expenditures and encumbrances, reconciling accounts, and ensuring appropriate use of funds for sponsored programs office.

Computer Skill:

- Performed weekly backups of all Global Command and Control Maritime System Database System.

Administrative

- Maintained files and directives according to agency guidelines to meet current needs and demand for material.

Human Resources

- Performed detailed regulatory and procedural reviews and processed a variety of human resources transactions including: promotions, transfers, boards, incentives, training and personal recognition of enlisted personnel on active duty.

Fiscal/Budgeting

- Performed accounting, budgeting and related financial management duties for appropriated funds supporting operating forces and shore establishment for a military command.

Community Relations

- Plan and coordinate 2 yearly fun day cookouts for 45 transportation personnel and their families.

Skill Sets Worksheet

(NOTE: SKILLS LISTED ARE SAMPLES)

1. Public Health

- a. _____
- b. _____
- c. _____
- d. _____

2. Administrative

- a. _____
- b. _____
- c. _____
- d. _____

3. Research

- a. _____
- b. _____
- c. _____
- d. _____

4. Training

- a. _____
- b. _____
- c. _____
- d. _____

5. Communication

- a. _____
- b. _____
- c. _____
- d. _____

6. Organizational

- a. _____
- b. _____
- c. _____
- d. _____

7. Program Management

- a. _____
- b. _____
- c. _____
- d. _____

Functional Format Sample Class

SAMPLE OUTLINE

Name

Address

Columbia, SC 29223

Phone

E-mail

OBJECTIVE (OR) EXPERIENCE

(EXPERIENCE) Extensive experience in Human Resources, complimented by skills in leadership, project management, problem solving, decision-making, communication and conflict management.

(OBJECTIVE) Seeking a position as a Veterans Service Representative with the Department of Veterans Affairs.

PROFESSIONAL HIGHLIGHTS (OR) SUMMARY OF QUALIFICATIONS

PROFESSIONAL

- Successfully managed and trained over 100 human resources employees, subordinates and superiors.
- Recognized for having one of the best human resources programs within a military command.

SUMMARY

Customer Service Oriented • Adapt Well To Change • Work Well Under Pressure • Learn And Apply New Concepts Quickly • Excellent Researcher • Technology Oriented

EDUCATION and TRAINING

Bachelor of Science, Business Administration
University of South Carolina, December 2007

GPA 3.4

Related Military Courses:

Leadership Training Course, US Navy

SKILLS AND ABILITIES

INSERT YOUR SKILL SETS WORKSHEET HERE

Human Resources

- Example: Evaluated employee performance and provided advice, counsel and guidance, and recommended promotions or reassignments.
- Assessed Human Resources problems and gave guidance based on federal regulations

Administrative

- Example: Provided guidance on overall administrative procedures including personnel, security and records management, policies, requirements and objectives.

Training

- Example: Identified training needs and conducted on-the-job training to broaden employee skills.

EMPLOYMENT SUMMARY

1997 – 2006: Shipping and Receiving Supervisor, UPS Columbia, SC

Functional Skill Headings

Accounting	Health Care	Promotion
Acquisition	Human Resources	Publicity
Administration	Human Services	Public Relations
Administrative		Public Service
Advertising	Industrial	Public Speaking
Advising	Instructional	Purchasing
Agency Relations	Interpersonal	
	Inventory Management	Recruitment
Budgeting		Research
Business	Law Enforcement	Retail
	Leadership	
Career Development	Legal	Sales
Child Care		Scheduling
Clerical	Management	Security
Clinical	Market Research	Secretarial
Communications	Marketing	Small Business
Community Affairs	Materials Handling	Social Services
Community Relations	Mechanical	Social Work
Community Services	Military	Staffing & Direction
Construction		Supervision
Consulting	Nursing	Supervisory
Counseling		Systems & Procedures
Customer Service	Office Management	
	Office Systems	Teaching
Design	Organization	Technical
Data Entry, Processing	Organizational	Technical Supervisory
		Testing
Evaluation	Personnel	Trade
	Planning	Training
Facility Management	Presentation	Transportation
Finance	Product Development	
Financial Management	Production	Volunteer Management
Food Service	Professional	
	Program Coordination	Writing & Editing
Graphic Design	Program Development	
	Programming	

Action Verbs

Achieve	Counsel	Improve	Realize
Acquire	Create	Increase	Recommend
Activate	Decrease	Influence	Reconcile
Adapt	Defend	Initiate	Recondition
Address	Define	Inspect	Recruit
Administer	Deliver	Install	Redesign
Advise	Demonstrate	Institute	Reduce
Advocate	Describe	Instruct	Refer
Allocate	Design	Integrate	Render
Analyze	Determine	Interpret	Reorganize
Apply	Develop	Interview	Repair
Appoint	Devise	Introduce	Report
Appraise	Diagnose	Inventory	Represent
Approve	Direct	Investigate	Research
Arbitrate	Disseminate	Justify	Resolve
Arrange	Distribute	Keep	Restore
Assess	Document	Lead	Review
Assign	Edit	Log	Route
Assist	Eliminate	Make	Schedule
Attain	Employ	Maintain	Screen
Audit	Encourage	Manage	Sell
	Enforce	Market	Serve
Broaden	Ensure	Match	Set up
Build	Establish	Mediate	Settle
	Estimate	Modernize	Shape
Calculate	Employ	Modify	Simplify
Carry Out	Encourage	Monitor	Solve
Categorize	Enforce	Motivate	Specify
Chair	Ensure	Observe	Specialize
Clarified	Establish	Obtain	Streamline
Classify	Estimate	Operate	Strengthen
Coach	Evaluate	Organize	Structure
Command	Examine	Outline	Summarize
Communicate	Execute	Oversee	Supervise
Compare	Expand	Participate	Support
Compile	Expedite	Perform	Survey
Complete	Explain	Plan	Take
Comply	Facilitate	Prepare	Teach
Compose	Fabricate	Present	Test
Compute	Follow-up	Prevent	Train
Conduct	Forecast	Process	Tutor
Conserve	Form	Procure	
Consolidate	Formulate	Promote	
Construct	Found	Propose	
Contract	Guide	Provide	
Control	Handle	Publicize	
Convert	Identify	Publish	
Coordinate	Implement	Purchase	