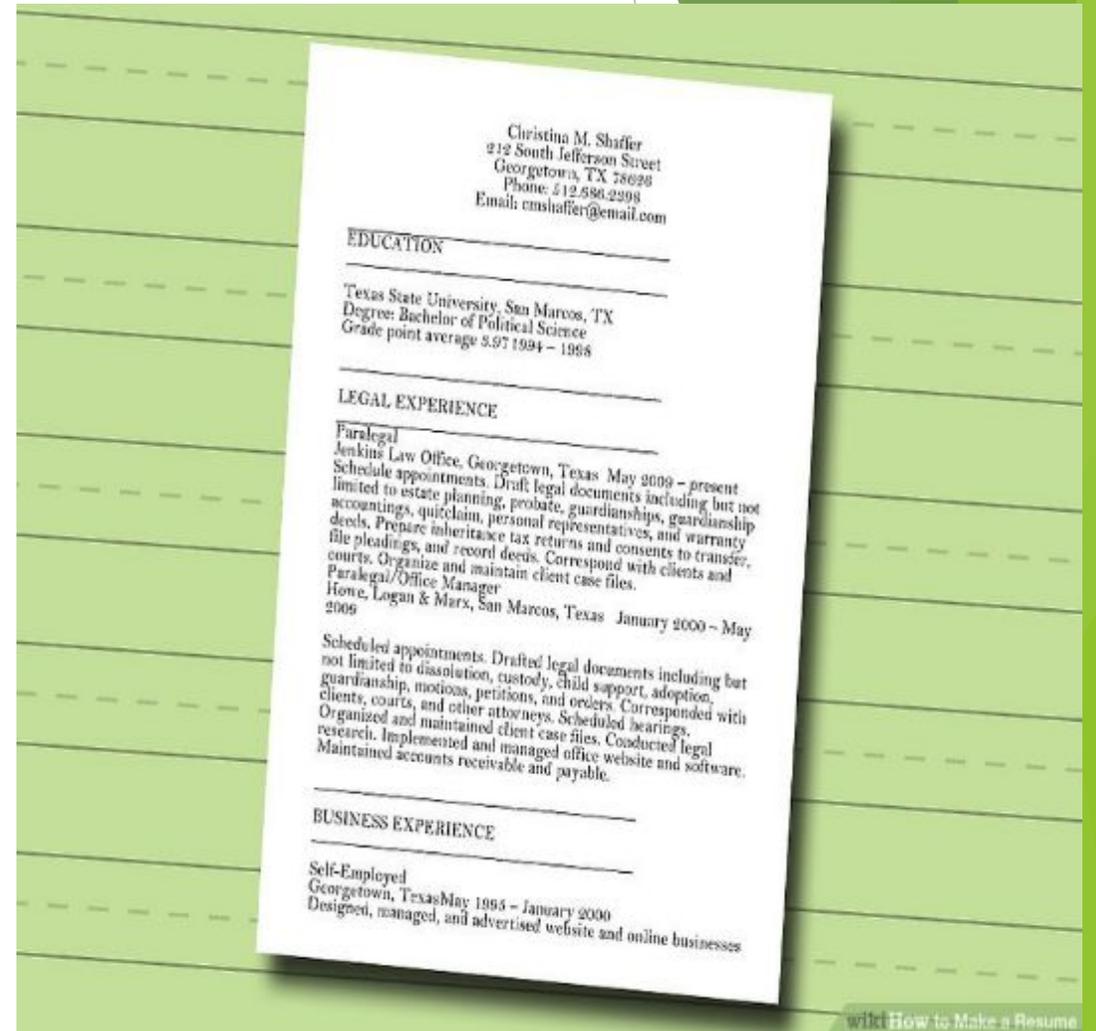


- ▶ **Resume** in American English
- ▶ **Résumé** is a document used to summarize work history and skills in an attempt to show a reader that the person is qualified for a posted job.
- ▶ You need to "sell" your skills, abilities, qualifications and experience to employers.



# Create your heading - personal details

This is the section at the top of your resume which gives your contact information including

- ▶ your name
- ▶ address
- ▶ email
- ▶ phone number.

Your name should be the most visible in a slightly larger size - either 14 or 16 point font.



Christina M. Shaffer  
212 South Jefferson Street  
Georgetown, TX 78626  
Phone: 512.686.2398  
Email: cmshafter@email.com

## Choosing a style

This should be as simple as possible. Recruiters often have little time and read resumes very quickly: yours shouldn't be longer than two pages.

Your name should be the most visible item in the page.

Start and end dates should also be clearly visible.

Use elements such as lines or boxes to separate different sections sparingly.

Size 11 or 12, font Times New Roman. For headings may be 14 or 16.



## Make your writing simple and short

Avoid using full sentences and try to be as schematic as possible.

Avoid using I.

Write the truth.



# Write your Objective or Personal Statement

This is where you should address the specific position and how your knowledge and skills make you suitable for the role. The section shouldn't take more than three or four lines.

You should draw attention to what makes you unique.

Why you are sending the resume to them.



## Education

You should list your education in reverse chronological order. Include any college degrees, trade schools. If you have not yet graduated, simply state the year you expect to graduate.

Give the university/program name, their address, and your degree or area of study, modules of studies.

### EDUCATION HISTORY

Hayes Business College,  
Butte, MT 2000 – 2002

Associate of Science in Administrative Assisting

Texas State University,

San Marcos, TX 2002 - 2005  
Degree: Bachelor of Political Science  
Grade point average 3.97

## List your Work Experience

All your previous jobs should be listed in reverse chronological order with start and end dates. After the job title and employer, write a short list of your duties, responsibilities and achievements for each position.

If you are currently employed, write "-Present" instead of the end date.

If you have no work experience, you should put skills in a resume.



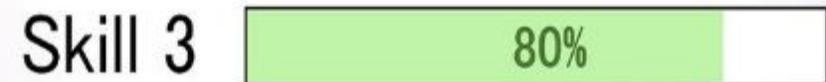
## Skills

This should be organized by subheadings such as "**Computer skills**" and "**Foreign languages**". Draw attention to those that are more relevant to the job.

In the "Foreign languages" section, specify your proficiency by using words such as "**advanced**", "**intermediate**", "**basic**" or "**fluent**".

You can also list interpersonal skills such as **communication** or **leadership**.

## Skills



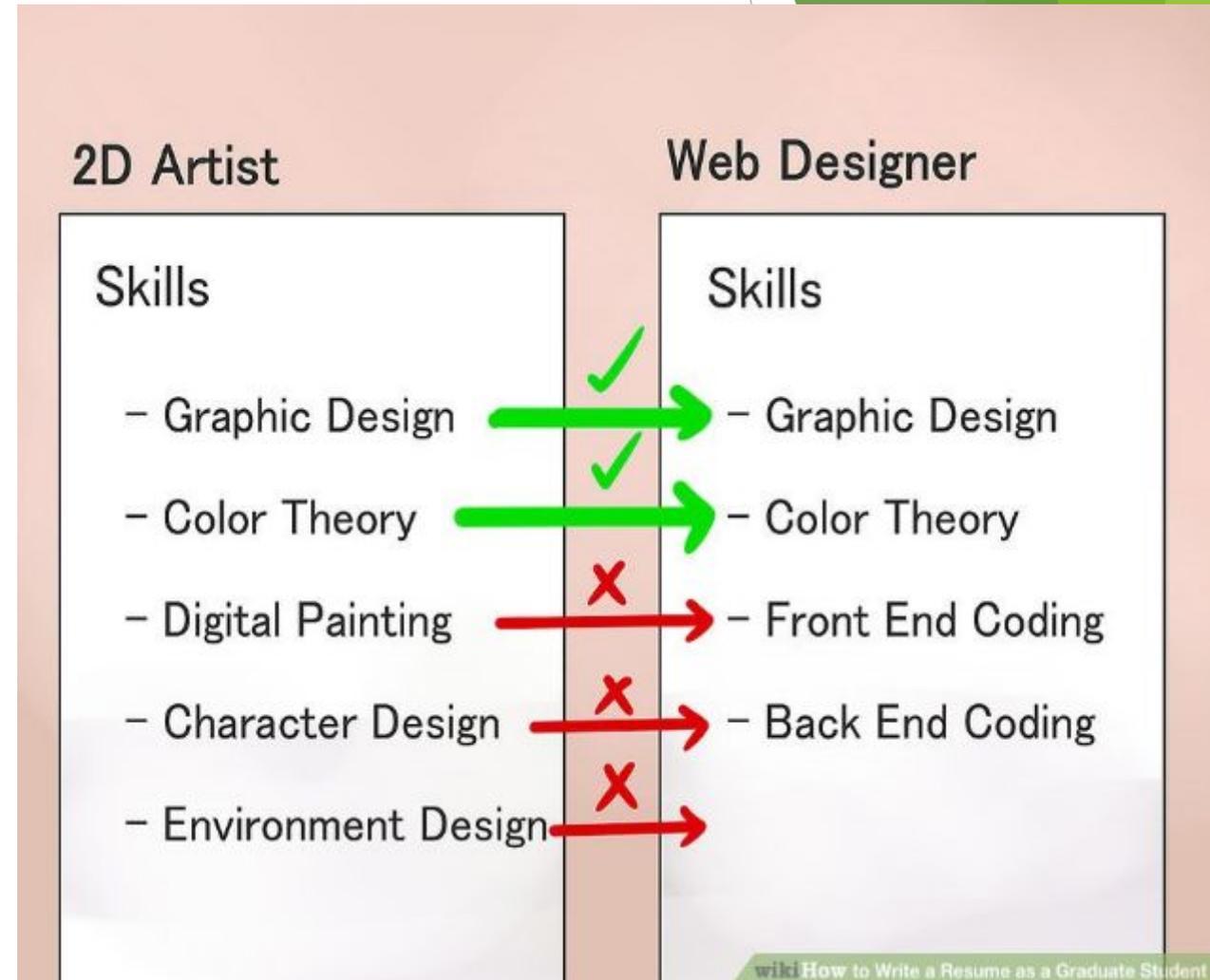
# Skills

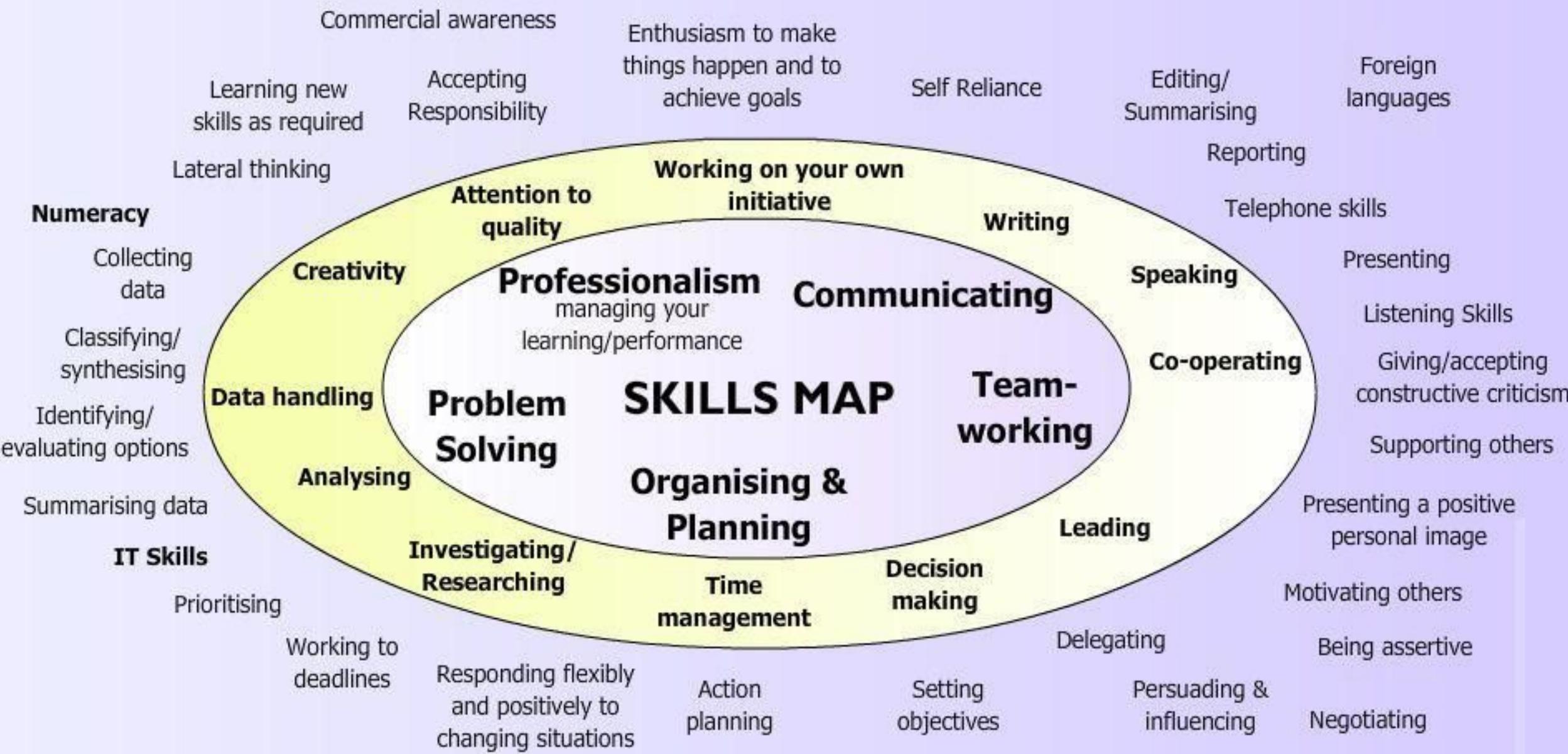
Identify which skills you can transfer to the kind of job you're applying for.

Think through keywords that employers might be looking for. Be flexible and creative.

Focus on these three skills

- ▶ Communication skills
- ▶ Problem solving skills
- ▶ Technical skills





## Match headings and translations

- |  |                        |
|--|------------------------|
| 1. Work experience                           | a) Персональные данные |
| 2. Education and qualifications              | b) Опыт работы         |
| 3. Interests                                 | c) Умения и навыки     |
| 4. Skills                                    | d) Рекомендации        |
| 5. References                                | e) Цель                |
| 6. Personal profile (objective & key skills) | f) Интересы, хобби     |
| 7. Personal details                          | g) Образование         |

**Match the following points and heading which it should put under**

- |  |   |
|--|---|
| <b>1. Work experience</b>              | <b>a) Fluent in English</b>                                 |
| <b>2. Education and qualifications</b> | <b>b) Russian</b>   |
| <b>3. Interests</b>                    | <b>c) Assistant Project manager</b>                         |
| <b>4. Skills</b>                       | <b>d) Excellent communication skills</b>                    |
| <b>5. References</b>                   | <b>e) Driving license</b>                                   |
| <b>6. Personal profile</b>             | <b>f) Diploma Business Studies</b>                          |
| <b>7. Personal details</b>             | <b>g) Skiing and travelling</b>                             |
|  | <b>h) Computer literate</b>                                 |
|  | <b>i) Able to work on own initiative and under pressure</b> |
|  | <b>j) Responsible for customer service</b>                  |
|  | <b>k) Dr H. Mayer, University of Bath</b>                   |

## Match headings and translations (answers)

- |  |                       |
|--|-----------------------|
| 1. Work experience                           | b Опыт работы         |
| 2. Education and qualifications              | g Образование         |
| 3. Interests                                 | f Интересы, хобби     |
| 4. Skills                                    | с Умения и навыки     |
| 5. References                                | d Рекомендации        |
| 6. Personal profile (objective & key skills) | e Цель                |
| 7. Personal details                          | a Персональные данные |

## Match the following points and heading which it should put under

- |  |  |
|--|--|
| 1. Work experience                           | c) Assistant Project manger                          |
| 2. Education and qualifications              | j) Responsible for customer service                  |
| 3. Interests                                 | f) Diploma Business Studies                          |
| 4. Skills                                    | g) Skiing and travelling                             |
| 5. References                                | a) Fluent in English                                 |
| 6. Personal profile (objective & key skills) | e) Driving license                                   |
| 7. Personal details                          | h) Computer literate                                 |
|  | k) Dr H. Mayer, University of Bath                   |
|  | d) Excellent communication skills                    |
|  | i) Able to work on own initiative and under pressure |
|  | b) Russian   |