

# Résumés

**Details and Accomplishments** - Main job details should be in paragraph form using phrases for all your employment information. Use bullets to show specific accomplishments and awards.

**For example:**

- Reduced labor costs by \$1,500 per month
- Saved 40 hours per month by converting to electronic files

**Education** - List the name of the school, city and state and highest level of education received (degree if any). Include other types of training courses and relevant certificate classes.

**For example:** Bachelor of Science: Business, GEORGIA STATE UNIVERSITY, Atlanta, Georgia, 1995

**Other**

This section can be used for additional information, such as professional affiliations, military service, awards/recognitions, or other skills that you would like the employer to consider. You may also include civic affiliations but do not include personal or family information not related to the position.

## Résumé Sample Websites

- [www.bestsampleresume.com](http://www.bestsampleresume.com)
- [www.gdol.ga.gov/js/resume\\_writing.htm](http://www.gdol.ga.gov/js/resume_writing.htm)
- [www.career-resumes.com](http://www.career-resumes.com)
- [www.acetheinterview.com/resumes/](http://www.acetheinterview.com/resumes/)



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# Résumés

In today's demanding job market, your résumé is a powerful marketing tool used to convince an employer that you are the right candidate for the job. Since the résumé format has changed significantly over the years, be prepared to create a well-organized, professional résumé that gives you a competitive edge and captures the hiring manager's attention.

## Value-Based Résumé

A value-based résumé gives you the opportunity to present your value to the hiring manager based on skills, abilities, and experiences. When you begin to format your value-based résumé, consider these steps:

- Create a well-organized résumé no more than one or two pages in length.
- Tailor your résumé to match the needs of the employer.
- Key in on your qualifications, credentials, and accomplishments.
- Proofread and correct spelling, grammar, punctuation, or typographical errors.

## Résumé Formats

There are three common types of résumé formats: chronological, functional, and combination.

**Chronological**

The chronological résumé format demonstrates steady employment and summarizes your work experience, education, and accomplishments. Work history is shown at the beginning starting with the most recent employment.

**Functional**

The functional résumé format emphasizes experience, skills, credentials, and accomplishments at the beginning of the résumé, with less emphasis on chronological employment. This format is primarily used by career changers, frequent job changers, older workers, people with employment gaps, or those with limited experience.

**Combination**

The combination résumé format combines both the chronological and functional formats by highlighting skills and accomplishments first, and then presenting work history in reverse chronological order.

**Heading**

The heading includes your contact information, such as your name, address, telephone number, and a professional e-mail address, for example: johndoe@address.com.

## Have Questions?

Georgia Department of Labor Career Centers are available to assist you with job leads and free access to Internet, copier, phone, and fax.

Locate an office near you at [dol.georgia.gov](http://dol.georgia.gov)



# Résumés Layout

Every résumé is unique because it reflects your personality. Use bullets, phrases or lists instead of complete sentences. Pick a font that is easy to read (size 11 or 12). Lines or spaces may separate sections of your résumé. If you use two pages, be sure to put a heading on the second page, too. Below are examples of each section that make up a value-based résumé.

## ROBERT GREEN

12 Boiling Springs Road, Atlanta, Georgia 12345

678.555.5555 | Cell: 770.555.5555

### PRODUCTION SUPERVISOR – MANUFACTURING

**Increased production output 10% within last 18 months by redesigning layout of production area**

Expertise in meeting high standards of quality and productivity. Goal-oriented with ambition to meet daily production quotas. Effective leadership, able to motivate team members, ensuring quality standards are met.

*Certifications: 1<sup>st</sup> Responder / EHS 12 Elements / Forklift*

*Implemented SMART Processes*

#### AREAS OF STRENGTH

Machine Operation / Adjustment	Quality Assurance / Detail Oriented
Excellent Communication Skills (verbal / written)	Certified Forklift Operator
Supervision / Team Leader / Team Player	Troubleshooting / Problem Solving Skills
Training / Coaching / Mentoring	Hand Tools / Mechanical Abilities
Environmental Health and Safety (EHS) 12 Elements	OSHA Safety Regulations

**Computer Skills:** Microsoft Word, Excel, and PowerPoint

#### WORK EXPERIENCE

CLEAR WINDOWS, Suwanee, Georgia 2004 – Present

##### Production Supervisor (2006-Present)

Manage up to **15** employees in **2** departments. Troubleshoot and resolve any personnel or mechanical problems. Provide daily reports to management and communicate importance of meeting daily goals to team members. Perform monthly team member performance reviews; schedule employee work hours.

- Perform product checks and evaluate root causes of production and quality problems.
- Lead improvement initiatives to increase client service levels.
- Provide operator guidance to achieve desired level of productivity and quality.

##### Highlights

- Reduced Total Minutes Per Unit (TPU) **8%** by automating packaging lines.
- Decreased repair / remake costs **12%** in last **6** months by focusing on quality standards.

##### Quality Technician (2004-2006)

Ensured quality product to customer through detailed inspection of units prior to shipping and effective training of employees on quality assurance.

- Tested material throughout plant to ensure company specifications were met.
- Reported manufacture problems to supervisor; removed material from production.
- Positioned work instructions throughout plant at designated production stations.

GRAPHICS, INC., Avalon, Georgia 1997 – 2004

##### Production Coordinator

Coordinated production in 2 departments (paint and silkscreen).

- Communicated to team members and upper management of defective materials.
- Assisted team in meeting daily production goals; ensured product met quality standards.

##### Highlights

- Decreased TPU occurrence 7% within 6 months.
- Reduced washing screen time 16% by relocating wash tanks.

#### EDUCATION

Groves High School, Garden City, Georgia - *Diploma*

# Résumés

## Showcase

The showcase lists the job title of the prospective position, states the strongest skills you possess, emphasizes your qualifications that meet the requirements of the position, and names your accomplishments. This is the first section of the sample résumé:

For example: Creative problem solver with solid teamwork skills, including leadership abilities. Excel in fast-paced environments using organizational skills and dedication to deadline requirements.

## Job Title

State the exact job title of the position for which you are applying.

**For example:** ACCOUNTANT (Corporate Accounting & Finance Professional)

## Strongest Skill

Discuss what makes you the most qualified candidate for the job

**For example:** Effectively managed financial accounts for company with \$5 million in annual sales

## Best Qualification

Display the qualification that makes you best qualified for the position.

**For example:** Proficient in managing financial records for multiple programs with excellent attention to detail

## Achievement/Accomplishment/Award

List outstanding recognitions or accomplishments.

**For example:** Letter of Commendation for reducing labor costs by \$1,500 per month

## Profile

The profile is a descriptive summary about you that draws attention to your attitude and teamwork skills.

performed as possible.

**For example:** Built accounting department for start-up company with \$5 million in annual sales

## Keywords

Keywords are descriptive words that are associated with a specific job title.

For example: Accountant keywords: budgeting, financial forecasting and planning, and profitability

## Work History

List employment for the last 10 to 12 years naming the most recent employer first and include the job title, company name, city & state, starting date to ending date, and detailed job responsibilities.

**Job Title** - This is the position you held with your current or previous employer.

**For example:** Bookkeeper  
**Company, City and State,**

**Dates of Employment** - List the name of the business and the city/state where it is located. Show year or month and year of employment.

**For example:** Georgia Business, Atlanta, Georgia, June 2004 to Present

**Job Duties** - Be as detailed about the work you have