



# Resume Template

**NAME** *(include professional credentials)*

cell phone • personal email • City, State, Zip • *(optional)* LinkedIn URL

## TITLE OF JOB OBJECTIVE

### SUMMARY OF QUALIFICATIONS

*(Bullet out the top 3-5 key qualifications that you possess for the job objective above such as:)*

- Years of related experience in the job or field, education or certifications possessed
- One or more bullets describing the qualities, skills, knowledge, and experiences you possess that are related to the job objective *(use key words listed in job description)*
- Any unique benefits you can offer the organization or their customers
- A positive testimonial of what a manager, peer or customer has said about you, your work style or results

### SKILLS

*(Optional section that lists 1-3 word phrases for each skill you possess related to the job.)*

<ul style="list-style-type: none"> <li>• Specific Job Functional Areas <i>(i.e. Purchasing, Inventory Management, Meeting Facilitation, Blueprint Reading)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Technology <i>(i.e. Oracle, PeopleSoft, Visio, ArcGIS, EPIC, Twitter, Crystal Reports, )</i></li> </ul>	<ul style="list-style-type: none"> <li>• Tools and Equipment <i>(i.e. Pallet jacks, Digital Volt Meters, Power Washers, Lawnmowers)</i></li> </ul>
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## EXPERIENCE

*(Paid and/or unpaid with the most current first. Go backwards 10 years or as far as needed to show related experience.)*

**Job Title**

Month/Year – Month/Year

*Organization, City, State*

Brief overview of what you did. Mention those duties, functions and skills most relevant to the job objective. Quantify wherever you can *(i.e. processed up to 30 claims/day; laid over 500 feet of pipe; managed \$100K budget, supervised 10 unionized staff; maintained fleet of 20 diesel vehicles).*

**Key Accomplishment/s** *(and/or)* **Skills/Competencies Gained:**

- Bullet out each accomplishment (use Problem-Action-Result format)
- In one or two bullets, summarize the key transferable skills or competencies gained

## EDUCATION *and/or* CERTIFICATIONS *and/or* TRAINING *(relevant to the job objective)*

- **Degree, Major**, School, City, State, *(date graduated if within past 10 years, otherwise ok to leave off)*  
*(Recent graduates can include relevant classes and school projects to show related experience and knowledge.)*
- **Certified "Title"**, name of certifying organization, date certified
- Related training, name of training organization, City, State *(Can include related King County e-learning courses)*



# Resume Checklist

The checklist below can be used to help you evaluate whether you have tailored your resume to a specific career field or job to which you are applying. Consider asking people you trust to use this checklist to review your resume and provide suggestions on how it might be improved. If you are using the resume to apply for a specific job, remember to also provide them with a copy of the job description.

Yes	Could Improve	N/A	Content
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a clear focus on a type of job, occupation or career field
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shows evidence of tailoring to a specific job description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has included sections that address qualifications, experience and education
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional sections listed in resume support the resume's overall career focus
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes key words and phrases listed in the job description or related to the career field, job, occupation or industry
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accomplishments are included and describe positive impact to organization or customers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job duties and accomplishments are quantified (how many, how often, how much, etc.) where possible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Content is explained in a way that is understandable to the reader

Comments:

Yes	Could Improve	N/A	Formatting/Mechanics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visually appealing and good use of white space
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Good use of bullets and easy to scan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Free of typos, spelling, grammar and other errors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses simple and direct language that is free of acronyms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is no more than two pages
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes person's name, phone and email address at the top
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Formatting is consistent throughout resume
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Format of resume effectively showcases related experience, education and skills

Comments: