**Your Personal Assessment Inventory - Preparing for a Resume Instructions**

**Education**

[**Example Resume**](http://www.maine.gov/rehab/73422/maine_cew/cew_bridge/Bridge%20Activities/18_resume_reference_sample_MarkLuca.doc)**:**

**http://www.maine.gov/rehab/73422/maine\_cew/cew\_bridge/Bridge%20Activities/18\_resume\_reference\_sample\_MarkLuca.doc**

There are three basic types of resumes: Chronological, Functional, and “combined” Chronological – Functional.

**CHRONOLOGICAL:** The chronological resume is the more traditional structure for a resume. The experience section is the focus of the resume; each job (or the last several jobs) is described in detail, and there is no major section for skills or accomplishments at the beginning of the resume. This type of resume is usually used when you are staying in the same type of work, particularly in very conservative fields. It is also used in certain fields such as law and academia. It is recommended that the chronological resume always have an “objective” or “summary” to focus the reader.

**FUNCTIONAL:** The functional resume highlights your major skills and accomplishments from the very beginning. It helps the reader see clearly what you can do for them. This type of resume is helpful for those who do not yet have a large work history.

**COMBINED:** The combined has elements of both resume formats and puts the focus both on the past careers you have had and the accomplishments you have to give the reader a better view of what type of worker you will be.

You can find examples and guides for all three of these types of resumes both online and in print.

**PERSONAL CHARACTERISTIC WORDS**

The following are descriptive words to be used in cover letters, resumes, interviews, etc., describing personal characteristics.

ACTIVE DISCREET INTELLIGENT

ACCURATE DOMINANT INVENTIVE

ADAPTABLE EAGER KIND

ADVENTUROUS EASYGOING LEADERSHIP

AFFECTIONATE EFFICIENT LEISURELY

AGGRESSIVE EMOTIONAL LIGHTHEARTED

ALERT ENERGETIC LIKABLE

AMBITIOUS ENTERPRISING LISTEN WELL

ANALYTICAL ENTHUSIASTIC LOGICAL

ARTISTIC FAIR-MINDED LOYAL

ASSERTIVE FARSIGHTED METHODICAL

ATTENTION TO DETAIL FIRM METICULOUS

BOLD FLEXIBLE MILD

BROAD MINDED FORCEFUL MODERATE

BUSINESS-LIKE FORMAL MODEST

CALM FRANK NATURAL

CAPABLE FRIENDLY NEAT

CAREFUL FUN-LOVING OBLIGING

CAUTIOUS GENEROUS OPEN-MINDED

CHEERFUL GENTLE OPPORTUNISTIC

CLEAR THINKING GOOD-NATURED OPTIMISTIC

CLEVER HAPPY-GO-LUCKY ORGANIZED

COMPETENT HEALTHY ORIGINAL

COMPETITIVE HELPFUL OUTGOING

CONFIDENT HONEST PAINSTAKING

CONSIENTIOUS HUMOROUS PATIENT

CONSERVATIVE IDEALISTIC PEACEABLE

CONSIDERATE IMAGINATIVE PRECEPTIVE

COOPERATIVE INDEPENDENT PERSEVERING

COURAGEOUS INDIVIDUALISTIC PERSISTENT

CREATIVE INDUSTRIOUS PERSUASIVE

CURIOUS INFORMAL PERSUASIVE

DARING INGENIOUS PLANNER

DECISION MAKER INITIATIVE PLEASANT

DELIBERATE INNOVATIVE POISED

DEMOCRATIC INSIGHTFUL POLITE

DEPENDABLE INTELLECTUAL POPULAR

DETERMINED DIGNIFIED

There are many, many more descriptive words that you could use to describe yourself and your work. Can you think of any?

**TEN MOST COMMON RESUME WRITING MISTAKES**

According to a survey of employers, career counselors, and employment agencies, the following is a list of the ten most commonly repeated resume mistakes:

1. **Too long** (preferred length is one page).
2. **Disorganized** – information is scattered around the page – hard to follow.
3. **Poorly typed and printed** – hard to read – looks unprofessional.
4. **Overwritten** – long paragraphs and sentences – takes too long to say too little.
5. **Too sparse** – gives only bare essentials of dates and job titles.
6. **No results** – doesn’t show what the candidate accomplished on the job.
7. **Too many irrelevances** – height, weight, sex, health, marital status, are not needed on today’s resumes.
8. **Misspellings, typographical errors, poor grammar** – resumes should be carefully proofread before they are printed and mailed.
9. **Tries too hard** – fancy typesetting and binds, photographs and exotic paper stocks distract from the clarity of the presentation.
10. **Misdirected** – too many resumes arrive on employers’ desks unrequested and with no apparent connections to the organization – cover letters would help avoid this. Send to a person! If an ad does not contain the name of a person, call the company and find out who does the interviewing!

**Cover Letters**

A cover letter is used to introduce yourself and express your interest in the company and position for which you are applying. A cover letter will summarize your skills/abilities, education, present your resume, and request an interview.

* A cover letter should be tailored for the specific job and company.
* Keep the cover letter brief and business-like.
* Address the letter to a specific person when possible. ( If you do not know to whom it should be sent, call the company to obtain a name.)
* Type each letter individually on good quality bond paper.
* Proofread to avoid any errors.
* Don’t forget to sign the letter.
* Like the resume, do not fold the cover letter.

**Cover letter Outline**

Date

Your address

Their address (Make sure everything is spelled correctly)

Mr. or Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If you do not know who, put To Whom this May Concern. Never guess at who might be in a position to hire or if the person is a male or female - **never guess!**)

**Opening Paragraph**:

How did you hear about the position?

Indicate the job you are applying for and why.

**Second Paragraph**:

Explain how you will meet the employers’ needs.

Show how you qualify and how your qualifications match their needs.

**Third Paragraph**:

Refer to your enclosed resume and application.

**Fourth Paragraph**:

State your desires for the position by describing in detail your skills and abilities. Make sure your telephone number is the last sentence of the paragraph on this page and an e mail address. (It is important that both the e mail address and the voice mail on your phone is designed for a professional to use to call you for an interview) If either is not available or appropriate, then leave them out. Indicate the way they should be able to contact you.

**References**

In most instances, it is only necessary to state on your resume that references are available. A long list of references won’t work to your advantage; in fact, it will most likely be considered superfluous. And today, most employers will ask for your references so you need to have them ready.

**Sample:**

**References**

Mr. Marty Smith, Supervisor

Gold Tone Shoes

Shirley, ME 04444

207-444-4444

Ms. Susan King, Teacher

Rockaway High School

Shirley, ME 04000

207-555-5555

Mr. John Strongbody, Volunteer Coordinator

Healthy Heart Hospital

Orange Juice, ME 04000

207-666-6666