

THE RESUME

RESUME FORMAT

- Use headings to organize your information
- Use the resume format that best highlights your strengths:
 - o **Chronological**
 - most frequently used by job searchers with limited experience
 - list information in backward chronological order
 - for experiences, include details (position title, company, location, and dates), descriptions of responsibilities and accomplishments, and uses verbs (present tense for current experiences and past tense for completed experiences)
 - o **Functional**
 - group experiences into functional areas that are relevant to position
 - list specific experience details (position title, company, location, and dates) in a 'History' section
 - o **Combination**
 - combine features of chronological and functional formats
 - group experiences into functional areas that are relevant to position
- Use easy-to-read font styles (e.g. Arial, Calibri, Helvetica, Times New Roman, or Tahoma).
- Keep a 1-inch margin.
- Keep to 1 to 2 pages.
- **PROOFREAD!** Resume should be free of spelling and grammar errors.
- Present yourself positively by using professional email address and avoiding slang terms.
- Print on quality, neutral-colored paper.

RESUME CONTENT

- Focus on your post-high school experiences and achievements.
- Tailor to the specific position you are applying for.
- Use quantifiable measures to describe accomplishments.
- Do not include personal information (race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation and less than honorable military discharge status).

Have your resume reviewed by the Mānoa Career Center.



MĀNOA
career center

University of Hawai'i at Mānoa
Queen Lili'uokalani Center for Student Services 212
2600 Campus Road Honolulu, HI 96822

An Equal Employment Opportunity/Affirmative Action Institution.

T 808.956.7007 F 808.956.4082
E careers@hawaii.edu
W manoa.hawaii.edu/careercenter

CHRONOLOGICAL RESUME SAMPLE

First name Last name

Street address

City, State zipcode

Phone/Cell number

Email address

OBJECTIVE

State the position you are applying for or type of work you are interested in; also date of availability and ability to relocate, if applicable.

SUMMARY OF QUALIFICATIONS

List your strongest qualifications.

EDUCATION

University, projected date of graduation

Degree and Major

Overall and/or Major GPA

EXPERIENCE

Company or Organization name, City, State

Month year to Month year

Position title

- Include paid part-time or full-time, internships, and other experiences.
- Use quantifiable or measurable terms to describe experience.
- Describe experiences with transferable skills that relate to the targeted position/employer.
- Note accomplishments or recognitions.

SKILLS

List knowledge of computer software programs, technical skills and language ability.

HONORS & SCHOLARSHIPS

List honors, scholarships, awards (including Dean's List) with awarding organization and award year.

ACTIVITIES/MEMBERSHIPS

List extracurricular activities and volunteer and community services.

BACKGROUND/PERSONAL

State high school accomplishments and information that demonstrate your well-roundedness (hobbies), team involvement (sports) and life experiences (travel).

REFERENCES

Note availability of references.

CHRONOLOGICAL RESUME SAMPLE

TONI SMITH

tsmith@hawaii.edu • (808) 634-0000

Current:
1234 Dole Street, #23
Honolulu, HI 96822

Permanent:
333 Volcano Road
Hilo, HI 96001

OBJECTIVE:

To obtain a Marketing Intern position at Island Wide, Inc.

EDUCATION:

Bachelor of Arts in Psychology, Aug. 20XX
University of Hawai'i at Mānoa (UHM), Honolulu, HI
Overall GPA 3.2/4.0; Major GPA 3.6/4.0
Relevant course work: PSY 385/Consumer Behavior

WORK EXPERIENCE:

Student Assistant, Jan. 20XX-present
Mānoa Career Center, University of Hawai'i at Mānoa, Honolulu, HI

- Communicate with students, staff, faculty, and the public to explain policies.
- Assisted in creation of more than 20 posters and handouts that publicized services and programs and events.

PSY 385 Project: Consumerism Trends on Campus, Aug. 20XX-Dec. 20XX
UHM, Honolulu, HI

- Developed and launched marketing campaign for campus retailer resulting in increased business prior to holiday season.

Counter Help, June 20XX-May 20XX
Zippy's, Honolulu, HI

- Took incoming orders at busy take out counter.
- Operated cash register with responsibility to close up at end of night shift.

SKILLS:

Computer: Proficient in PC - Microsoft Word, Excel, and PowerPoint.
Language: Understand and speak some Hawaiian and Japanese.

AWARDS:

Dean's List, Spring 20XX.
Rotary Club Scholarship, 20XX and 20XX.

ACTIVITIES:

Hawaiian Islands Humpback Whale Sanctuary, Whale Count Participant, 20XX-XX.

BACKGROUND:

Financed 50% of college expenses through part-time work. Hilo High School graduate:
National Honor Society member and senior class treasurer.

REFERENCES: Available upon request.

FUNCTIONAL RESUME SAMPLE

MATT ALOHEA

1234 Ala Wai Blvd., Suite 212 • Honolulu, HI 96800
(808) 900-1234 • malohea@hawaii.edu

OBJECTIVE

To work as an Events Planner Assistant at the Pacific Hotels utilizing my computer, customer, and organizational skills.

SKILLS & ABILITIES

Computer

- Proficient in Microsoft Word, Excel, and PowerPoint.
- Familiar with data-entry and maintenance of Access database.

Customer Service

- Provided sales and customer assistance in high volume retail environment.
- Responded to customer requests for assistance over the telephone.
- Promoted company policy that always put the customer first.

Organizational

- Acted as first point of contact in busy catering office with responsibilities to route calls appropriately, schedule events on events calendar, and follow up on calls to take in orders in a timely manner.
- Assisted in scheduling regular and special events wait help to ensure adequate staffing and backup staffing were in place.

WORK HISTORY

Computer Lab Student Assistant, Info Technology Services, University of Hawai'i at Mānoa, Honolulu, HI. 8/20XX-present.

Sales Associate, CompUSA, Seattle, WA. 9/20XX-7/20XX.

Office Assistant, Catering Experience, Honolulu, HI. 6/20XX-5/20XX.

EDUCATION

Bachelor of Arts in Communication, University of Hawai'i at Mānoa (UHM), Honolulu, HI. August 20XX. Overall GPA 3.2/4.0. Major GPA 3.6/4.0.

National Student Exchange Participant, University of Washington, Seattle, WA. 20XX-20XX.

EXTRA-CURRICULAR ACTIVITIES

Member of UHM Cheerleading Team, 20XX-present. Visit public schools to perform and speak to students about the importance of physical well-being.

PERSONAL

Enjoy weight-lifting and jogging. Graduated from Lanai High School in top 3%; served as class officer for 4 years. Traveled to California and Oregon with Lanai Boy Scouts.

REFERENCES

Will be furnished upon request.