



Reference Page Example

Sophia R. Becker

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McMinnville, OR 97128
503-838-0000
sbecker@gmail.com

REFERENCES

Mr. Roger Kershner
Executive Manager
Maple Tree Productions
333 NW Birch Street
Sisters, OR 97777
541-245-3431
rkershner@MapleT.com
Supervisor

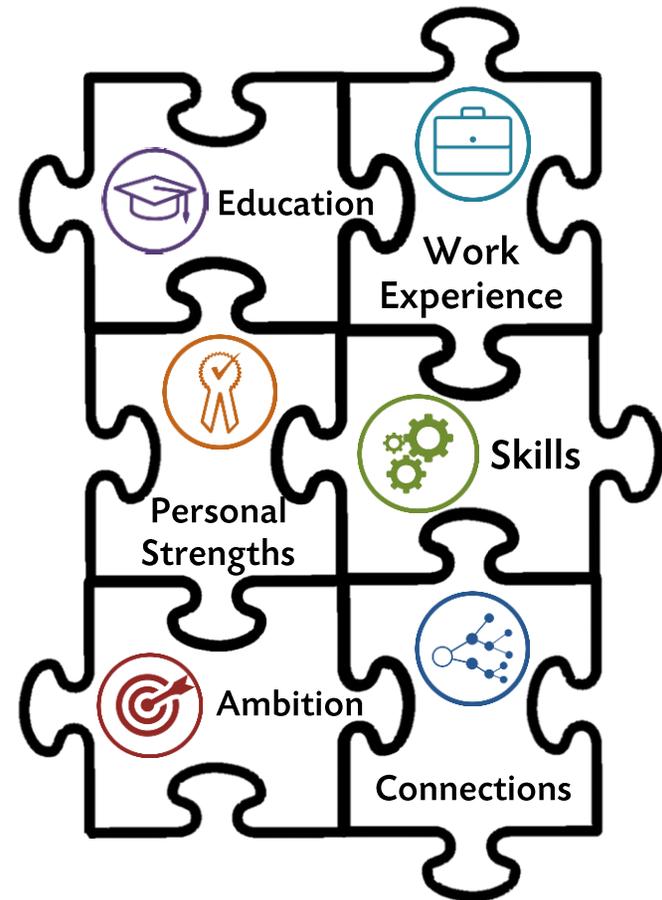
Mr./Ms./Dr./Rev. First Name Last Name
Job Title
Place of employment
Address
City, ST Zip
Phone #
Email Address
Context in which you know them

Mr./Ms./Dr./Rev. First Name Last Name
Job Title
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Résumé





Bare Fundamentals

Identifying Data: Include name, address, phone number, email, and at least one address (you might want to put both a campus address and a permanent address).

Experience: Think in terms of jobs and skills that relate to the job for which you are applying. Practicums, internships, and volunteer work can all be considered experience.

Objective: You will probably have a different objective for each job application. If there is no objective included in the cover letter or résumé, the recruiter may feel you have not thought out your career goals. Your objective should be a concise, simply-worded statement about the position you are seeking, typically including some of the following: job title, company (if known), industry, skills you hope to use, and the geographic area where you would like to be located.

Education: This section generally follows the objectives. List only institutions from which you obtained degrees in reverse chronological order. List GPA if it is 3.5 or higher. List minors and course work only if they are relevant to the position. Leave off high school information once you have college 'stuff' to list.

Work/Employment History/Experience: For recent college grads, including a section on previous employment indicates you have skills required in a work setting, such as timeliness and task completion. Analyze each job for skills that relate to your objective. As you advance in your professional life, this section may merge with experience.

Achievements, Honors, Interests, or Activities: Employers want to know how you spent your time outside of class, especially any leadership positions or honors you have received. Include unusual interests or ones that relate to your career goals; stay away from common interests.

References: Only include them if it is specifically required. If they are, they should be on a separate page with names and complete contact information (see page 8). Have them prepared ahead of time with permission from a reference. They can be advisors, employers, professors, supervisors, etc. Avoid listing a family friend as a reference unless you've worked for them.



Résumé Format Example

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OBJECTIVE

Seeking **Family & Child Counselor** position at **New Dimensions Counseling Center**

EDUCATION

B.A., Psychology with Spanish Minor

Linfield College, McMinnville, Or

Hampton Honors Scholar
Mexico Study Abroad Program

Expected June 2016

- Interacted with native residents using fluent Spanish; studied people and culture while living with Mexican host family; conducted informational interview with Marriage & Family Therapist

COUNSELING RELATED EXPERIENCE

Counseling Intern

Step-up Counseling Services, Dundee, OR

August 2012-Present

- Render counseling services to 10+ participants including individual and/or group consultation
- Administer, interpret, and evaluate the results of assessment tests like the MBTI
- Counsel individual participants on methods to achieve program prescribed objectives; worked one-on-one to develop and go over SMART goals
- Compile and keep accurate records regarding client interaction using MS Office Suite

Assistant

Psychology Department, McMinnville, OR

September 2011-June 2012

- Efficiently handled research requests from faculty such as inputting and analyzing data into MS Excel
- Interacted with supervisor and faculty in a professional manner to coordinate meetings for 7 attendees
- Processed confidential information such as social security numbers, household income, and birthdates
- Reviewed required forms to ensure accuracy

ACTIVITIES & COMMUNITY INVOLVEMENT

After School Club Volunteer

Metro Boys & Girls Club, Salem, OR

August 2014-Present

- Mentor at-risk youth in decision-making skills, including personal accountability and socialization
- Connect with parents and siblings to increase accountability for program participants at home
- Document progress interactions through weekly reports to supervisor

Secretary/Board Member

LCPSA (Linfield College Psychology Student Association), McMinnville, OR

August 2012-Present

- Coordinate design and implementations of publicity for campus-wide events
- Organize weekly meetings for membership of 40 and took accurate minutes
- Set-up and manage organizational budget of over \$3,000



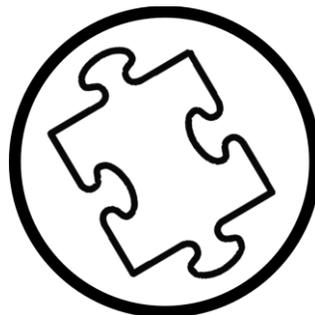
Résumé Checklist

- Run a spell-check on your résumé before anyone sees it.
- Ask a friend to do a grammar review. (an English major would do nicely!)
- Ask another friend to proofread it. (The more eyes, the better!)
- Keep it easy to read:
 - Leave a margin
 - Open space is good
 - Use résumé paper
 - Print on one side only
- Do not fold or staple it. If you must mail it, use a large envelope.
- Do not use the words "I" or "me."
- Never, ever, ever use **this type of script**.
- Use quantities to describe accomplishments, when possible.
- Try to keep your résumé to one page.
- Punctuate and emphasize by the use of white space.
- Single-space between lines. Double-space between sections.
- Type references on a separate page, and make sure your name is on a "letterhead."
- There can be ABSOLUTELY NO ERRORS in your final product!



Common Résumé Mistakes

- Failure to describe your skills and abilities that relate to the job for which you are applying.
- Wordiness, incorrect spelling, poor grammar.
- Having someone else write your résumé.
- Not stating your objective clearly.
- Too long/too short. (should be 1 full page)
- Poorly reproduced.
- Boastful.
- Dishonest.
- No white space.
- Everything emphasized – too many capitals, underlines, highlighting.



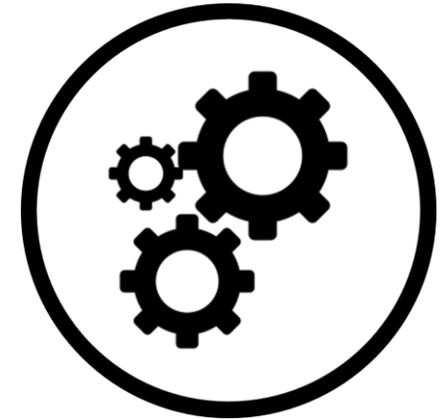
Skills

WHAT EMPLOYERS ARE LOOKING FOR:

Employers rank the importance of skills/qualities:

1. Communication skills
2. Strong work ethic
3. Teamwork skills (works well with others)
4. Initiative
5. Analytical skills
6. Computer skills
7. Flexibility/adaptability
8. Interpersonal skills (relates well to others)
9. Problem-solving skills
10. Technical skills

It's important that you are knowledgeable in your field: an engineer must have engineering knowledge; an accountant needs an accounting background; a nurse needs a medical education. Your GPA is indicative of what you have learned in your field.



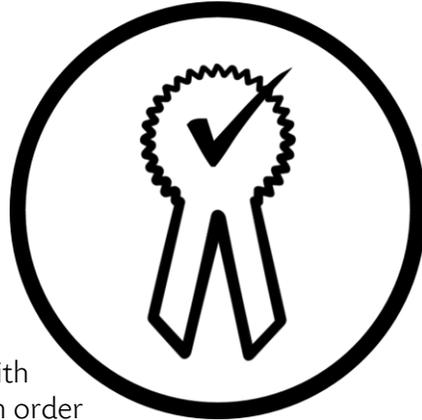
More than half of employers recognize this by screening applicants by GPA, using a cutoff of 3.0. Add an internship or two in your field and you show an employer that you've tested your new knowledge.



How Can You Stand Out?

Employers say other skills and abilities help job seekers stand out from the crowd of degree-holders. They want new hires that will fit in with co-workers and into the workplace, and are able to get the job done.

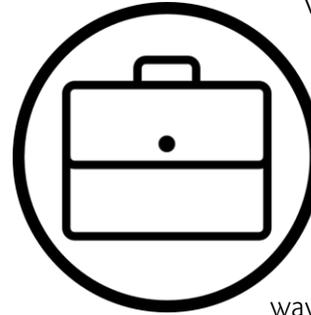
Unfortunately—and ironically—the very qualities employers look for are the qualities they find lacking in many new graduates. Employers say new graduates lack face-to-face communication skills and writing skills. They say students tend to lack presentation skills, teamwork skills, and overall interpersonal (gets along well with others) skills. Practice these skills now in order to shine in an interview.



Employers also note that new grads tend to lack a strong work ethic. Some say students have trouble with time management and are unable to multitask in order to meet deadlines. Some new hires have unrealistic expectations for their new positions: they are not loyal to the organization and they “have a high sense of urgency and want to climb the ladder overnight.” Other employers say new hires lack professionalism: they lack maturity and knowledge of business etiquette, including how to dress appropriately.



Get Experience, It Pays!



Work experience adds considerable value to your résumé. Ninety-five percent of employers prefer to hire new graduates who have some work experience.

When employers want to hire someone for a full-time position, many look first to their own intern pools. But besides a potential job offer, internships pay in other ways, including in actual compensation.



Résumé Essentials

Among employers who pay their interns, the average hourly wage at the bachelor's degree level is \$15.99 to \$17.79. This amount varies depending on the employer, your degree, and the location of the internship.

Based off of NACE Job Outlook

Gather Information:

A job description lists specific qualifications, skills and education needed for the job. It is an excellent tool to utilize when preparing a résumé. Most employers have written job descriptions, which will be provided with the job application.

Conduct an informational interview with someone who works for the company. By doing so, you can clarify exactly what the employer is seeking, as well as introduce yourself, thereby increasing your chances of employment. (A face is easier to remember than a résumé!)

