

RESUME RESOURCES HANDBOOK

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RESUME EXAMPLE

Alexandria Jackson

21991 Lakewood
Macomb, MI 48042
(586) 555-1212

Alex.jackson@gmail.com

Objective (Optional)

Hard working, detail-oriented, reliable individual with excellent organizational skills looking for an apprentice position where I can utilize my current skills as well as learn new ones.

Education

Dakota High School
Macomb Twp., MI

Diploma, June 2013

Experience

Summer Office Internship
Elite Inc., Clinton Twp., MI

May 2013 – August 2013

- Answered phone calls
- Filed customer documents
- Maintained inventory of department supplies
- Assisted Operations Manager and staff as needed

Skills

- Welding class
- Fluent in Spanish

Activities/Honors/Awards and Community Service

- Robotics Club
- Varsity baseball
- Volunteer for Habitat for Humanity

References

Available Upon Request

PROFESSIONAL REFERENCES EXAMPLE**Alexandria Jackson**

21991 Lakewood
Macomb, MI 48042
(586) 555-1212
Alex.jackson@gmail.com

Professional References

Timothy Jones
Senior Vice President
ABC Incorporated
Detroit, MI 48224
(313) 555-1212
jones@abcinc.org

Dorothy Hamill
Instructor
Skate America Corp.
Chicago, IL 60606
(312) 555-1212
dhamill@skate.com

Felix Unger
Trainer
Renovations Unlimited
Detroit, MI 48221
(810) 555-1212
Unger@reno.com

NOTE: Be sure to ask your reference prior to submitting their contact information if it is acceptable to use them as a reference.

COVER LETTER OUTLINE

October 29, 2020

Linda Johnson
Human Resources Director
Riverdale Manufacturing
555 Mountain View Drive
Macomb, MI 48042

Dear Ms. Johnson:

Opening Paragraph: Why you are writing.

- State why you are writing. Name the position or type of position for which you are applying.
- Mention how you learned of the position.
- Mention the name of any referring person.
- Briefly describe why you are interested in the position.

Body of the Letter: Sell yourself.

- Introduce yourself.
- Briefly describe the skills and/or experiences you possess that fit the requirements of the position.
- If you have related experiences, mention your qualifications and achievements.
- This is your chance to give the reader more insight as to who you are as a person. Do not repeat your resume. This is the time to mention personal qualities or special experiences and motivators.

Closing Paragraph: Request an interview.

- Directly, but politely, indicate your desire to further discuss your qualifications in an interview.
- Make it easy for the reader to contact you by providing your phone numbers(s), email and the best time to reach you.
- Thank the contact person for his or her time and consideration.

Sincerely,

Alexandria Jackson
21991 Lakewood
Macomb, MI 48042
(586) 555-1212
Alex.jackson@gmail.com

THANK YOU LETTER EXAMPLES

A thank you note is key in cementing a good impression after an interview. But if your follow-up is lackluster, it could ruin your chances.

October 28, 2020

Linda Johnson
Human Resources Director
Riverdale Manufacturing
555 Mountain View Drive
Macomb, MI 48042

Dear Ms. Johnson,

Thank you for meeting with me yesterday to discuss Riverdale's apprenticeship position. I am very interested in the position, especially after hearing about the new training facility that was built. As I mentioned before, I have enjoyed the pre-mechatronic technician classes I took in high school and I would love to share my experience Riverdale's training team. In fact, I already have several ideas for projects that could be instituted right away if I am hired.

Again, thank you for taking time to meet with me. If you need any additional information or references, please do not hesitate to contact me. I look forward to hearing from you soon.

Sincerely,

Alexandria Jackson
21991 Lakewood
Macomb, MI 48042
(586) 555-1212
Alex.jackson@gmail.com

POOR THANK YOU EXAMPLE

Jim,

Thanks for the interview. I appreciated it. I really think I am the best for the position. I am looking at other jobs, so please call me back today or tomorrow to let me know if you've hired me.

Thanks!

Alexandria Jackson

WORK VALUES

Clarify your work values; know what is most important to you. Values are a set of standards that determine attitudes, choices and actions. Mapping your value priorities can help lay important groundwork for making sound career decisions that fit your unique pattern of values, interests and talents. Work-related values underlie our choices about work. Some people value creativity; others place a premium on income or contributing.

Workplaces are have become more collaborative, and the people are increasingly looking not just for jobs, but also for organizations whose values and culture align with their own. By the same token, the most effective organizations attract people who already share most of their key values.

Underline all the values most important in your work life for the next few years. Then narrow down the list and circle the top ten values that are essential to express or satisfy in your work. Include these in your resume.

Work Content	Work Setting	Work Relationships	Intrinsic Values
Adventure Challenging Competence Control Creativity Detail-oriented Excellence Focus Growth Helping Initiating Knowledge Leading Leading edge Learning Mastery Risk Social activism Variety	Action-oriented Casual Comfortable income Deadline pressure Excitement Flexibility High earnings Location Organized Predictability Pressure Public contact Quiet Relaxed pace Security Structure Surroundings Time freedom	Autonomy Caring Collaboration Competition Cooperation Cultural identity Diversity Fun Harmony Humor Independence Open Communication People contact Recognition Support Teamwork Trust	Achievement Appreciation Authenticity Balance Belonging Commitment Community Contributing Equality Fairness Having an impact Helping Honesty Independence Influence Integrity Power Prestige Respect Responsibility Service Status

SKILLS IDENTIFICATION

Identify your skills and abilities by category which can then be used in developing your resume.

WORKING WITH THINGS	WORKING WITH DATA
<p>Design and Construction</p> <ul style="list-style-type: none"> • Molding, shaping, composing • Assembling, installing, building, constructing • Fixing, adapting, repairing • Measuring, physical accuracy or quality • Drawing plans, drafting • Mechanical problem solving, mechanical ingenuity • Spatial perception • Design/invention of tools or instruments • Designing more efficient technical procedures • Artistic design – clothes, costumes, theater sets • Interior/exterior design, landscaping 	<p>Research Analysis</p> <ul style="list-style-type: none"> • Gathering information from varying sources • Investigating, surveying, collecting • Organizing, classifying, sorting information into categories • Dissecting, abstracting, seeing patterns of meaning • Interpreting, analyzing statistical/scientific data, drawing conclusions • Conceptualizing coming up with theories • Developing models, methodologies, ideas • Writing articles, summaries, reports • Synthesizing, getting to essence of core tasks • Seeing inter-relations between different phenomena • Processing large amounts of information
<p>Physical/Mechanical Skills</p> <ul style="list-style-type: none"> • Manual dexterity • Doing precision work, small physical detail • Performing intricate lab procedures, preparing slides • Operating equipment, computers, scientific instruments, laboratory machinery, mechanical devices • Using tools operated by heavy machinery (trucks/cranes) • Skilled trades; carpentry, masonry, plumbing • Refinishing furniture, doing small remolding • Outdoor work (environment, recreation, scientific field work) • Plant care, gardening, farming landscaping • Working with animals, animal care • Hiking, walking, camping, bicycling, swimming • Athletic aptitude, movement/dance • Cooking • Craft skills (knitting/weaving) <p>Traveling, navigating</p>	<p>Observation/Problem Solving</p> <ul style="list-style-type: none"> • Sensing, perceiving, examining • Recording impressions • Diagnosing, estimating, anticipating, projecting • Inspecting, assessing, defining, narrowing focus • Clarifying, identifying, measuring • Designing experiments and tests • Tracing errors to their source • Adapting theory to specific problem-situations <p>Reviewing, critiquing, interpreting results</p> <hr/> <p>Numbers/Finance/Office Skills</p> <ul style="list-style-type: none"> • Computing, calculating, estimating, projecting • Bookkeeping, accounting, auditing • Cost analysts, financial planning, budget management • Taking inventory, appraising, purchasing, buying • Filing, classifying, collating • Designing/maintaining filing systems • Designing office forms, procedures • Using statistics, compiling statistical reports • Attention to detail, follow-through, accuracy, precision

FUNCTIONAL SKILLS

Functional skills are competencies that are transferable to many different work settings. Developing a list of the functional skills you have and most enjoy using can help you focus on positions that would fit your talents and provide more satisfaction.

<p>Communication <i>Exchange, convey and express knowledge and ideas.</i></p> <ul style="list-style-type: none"> Write Edit Summarize Verbal communication Listen Facilitate discussion Consult Teach Train Sell Promote Use languages Interview Ask questions Make presentations Negotiate Think on one's feet Conversational ability Entertain, perform Host Deal with public Public speaking Teamwork 	<p>Organization Management <i>Direct and guide a group in completing tasks and attaining goals.</i></p> <ul style="list-style-type: none"> Solve problems Time management Make decisions Lead Meet deadlines Supervise Motivate Recruit Resolve conflicts Mediate Initiate projects Organize Coordinate Handle logistics Put theory into practice Delegate Give directions Assume responsibility Determine policy Interpret policy Apply policy Set priorities Strategize 	<p>Research and Investigation <i>Search for specific knowledge.</i></p> <ul style="list-style-type: none"> Analyze ideas Analyze data Research Investigate Read for information Interview for information Gather data Evaluate Critical thinking Synthesize information Observe outline Formulate hypotheses Develop theory Calculate/compare <p>Human Service <i>Attend to physical, mental or social needs of people.</i></p> <ul style="list-style-type: none"> Interpersonal skills Group process Sensitivity to needs Empathize Counsel Advocate Use intuition Coach Provide care
<p>Design and Planning <i>Image the future and develop a process for creating it.</i></p> <ul style="list-style-type: none"> Anticipate problems Plan Conceptualize Design Display Layout/format Anticipate consequences Brainstorm new ideas Think visually Improvise Compose Adapt 	<p>Information Management <i>Arrange and retrieve data, knowledge and ideas.</i></p> <ul style="list-style-type: none"> Math skills Organize information Manage information Keep records Attend to details Logical ability Develop systems Categorize Summarize Streamline systems Monitor 	<p>Physical <i>Use hands or tools to build, repair and invent.</i></p> <ul style="list-style-type: none"> Build Construct Invent Operate equipment Repair Restore Use physical coordination

ACTION VERBS FOR RESUMES

Describe your accomplishments using brief, short sentences. Each sentence should include action words and adjectives. Instead of saying “HTML Programming experience”, state it more clearly with “created client websites using HTML programming”. Make sure your action words are in the proper tense based on your past and present jobs.

Abstracted	Compiled	Enlisted	Introduced	Recorded
Accepted	Computed	Entered	Invented	Recruited
Achieved	Conceptualized	Entertained	Investigated	Reduced
Acquired	Confronted	Established	Lectured	Referred
Acted	Consolidated	Evaluated	Located	Rehabilitated
Adapted	Contracted	Examined	Maintained	Remodeled
Addressed	Convinced	Executed	Managed	Repaired
Administered	Cooperated	Executed	Marketed	Represented
Advised	Coordinated	Expanded	Mediated	Researched
Allocated	Coordinated	Expedited	Moderated	Researched
Analyzed	Corresponded	Explained	Monitored	Resolved
Applied	Counseled	Extracted	Motivated	Retrieved
Appraised	Created	Fabricated	Negotiated	Reviewed
Approved	Critiqued	Facilitated	Observed	Revitalized
Arbitrated	Customized	Familiarized	Obtained	Scheduled
Arranged	Decided	Fashioned	Operated	Screened
Arranged	Decorated	Forecasted	Operated	Shaped
Assembled	Delegated	Formulated	Organized	Sketched
Assessed	Demonstrated	Founded	Originated	Sold
Assigned	Demystified	Generated	Overhauled	Solved
Assisted	Designed	Guided	Oversaw	Specified
Attained	Designed	Guided	Performed	Spoke
Audited	Developed	Identified	Persuaded	Stimulated
Authored	Developed	Illustrated	Persuaded	Strengthened
Awarded	Diagnosed	Implemented	Pioneered	Summarized
Balanced	Diagnosed	Improved	Planned	Supervised
Budgeted	Directed	Improved	Prepared	Supported
Built	Directed	Increased	Prioritized	Surveyed
Calculated	Dispatched	Influenced	Processed	Systematized
Catalogued	Displayed	Informed	Produced	Systemized
Chaired	Drafted	Initiated	Programmed	Tabulated
Clarified	Drew	Inspected	Projected	Taught
Clarified	Edited	Inspected	Promoted	Tested
Clarified	Educated	Installed	Publicized	Trained
Classified	Empathized	Instituted	Purchased	Transformed
Coached	Empowered	Instructed	Questioned	Translated
Coached	Enabled	Integrated	Read	Troubleshoot
Collaborated	Encouraged	Interpreted	Reasoned	Understood
Collected	Endured	Interpreted	Recommended	Upgraded
Communicated	Engineered	Interviewed	Reconciled	Validated