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ACA

PRE-EMPLOYMENT  
TRAINING

CURRICULUM  
PACKAGE

63913

WRITING YOUR RESUME

J ACA  
✓ COMPREHENSIVE WORK  
ENTRY PROGRAM

UNIT 4  
✓ WRITING YOUR RESUME



DO NOT WRITE IN THIS BOOKLET!

NCJRS

DEC 27 1979

ACQ

VS

CCOEP STAFF

Osa D. Coffey, Ph.D.  
*Director*

Conan N. Louis  
*Assistant Director*

Mary O'Connell Fulton  
*Administrative Assistant*

THE AMERICAN CORRECTIONAL ASSOCIATION

Norman A. Carlson  
*President*

Anthony P. Travisono  
*Executive Director*

Raymond S. Olsen  
*Associate Executive Director*

Illustrations

James B. Donnelly

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4321 Hartwick Road  
College Park, MD 20740  
301/864-1070

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UNIT GOALS

After completing this unit, you will be able to:

Write a resume, and write a cover letter

Write a resume following a model

Identify the resume as a one page summary of your skills, education, job goals and personal data  
Recognize that the resume can be the key to the employer's door for a personal interview  
Give information so that your strengths are emphasized

List education or employment first depending upon your background or experience

Recognize that the resume should be typed  
Recognize that a resume should be sent or given to each company you're interested in working for  
Begin the resume with personal data

List your name, address and telephone number

List your employment objective after personal data

Identify your present and future career goals

List information on education

List names and addresses of all schools attended

List high school(s)

List GED program

List vocational or trade school(s)

List business school(s)

List training program(s)

List Job Corps

List CETA program(s)

List work program(s)

List college(s)

List college program(s)

List post-college program(s)

List dates of attendance and graduation

List degrees or certificates received

List type of program, major and minor subjects, as well as other courses related to your job goals

List important outside activities

List community activities

List church activities

List information on employment experience

List names and addresses of past employers, full-time and part-time, and type of business

Begin with most recent employer and work backward

- List dates of employment
- List position you held and describe your duties
- List any accomplishments giving facts and figures where possible

List knowledge of foreign language(s)

- Relate to need for dealing with public, for example, Spanish speaking people

List volunteer or leisure activities

- Relate to career goals

List special skills

- typing
- shorthand
- ability to operate special equipment

List membership in professional organizations

- List union membership(s)
- Relate to updating skills

List three references

- List name and, if fitting, job title
- List address and phone number

Write a cover letter

- Recognize that the cover letter should be no more than one page in length

- Type or write clearly in ink
- Use standard size paper

Give the title of the position you are applying for

Give the source of your knowledge of the job opening

- Give announcement

- Give advertisement

- Give name of person who referred you to the job opening

Tell why you would like to work for the company and why you feel you are qualified

- Avoid repeating information already included in resume

Indicate that you will be contacting the employer to set-up a personal interview

## DIRECTIONS

Before you begin this unit, complete the test items on the Unit Test. Use a blank sheet of paper to write down your answers, or an answer sheet provided by your instructor. DO NOT WRITE IN THIS BOOKLET! When you have finished, check your answers using the Unit Test Key which you will find in the back of the booklet. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -6). After you have finished reading the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

In the unit you will find review questions to check your progress. Answer the review questions on a separate sheet of paper. Then, check your answers using the Review Question Key. You will find the answers printed upside down. If you answer any of the questions wrong, read over the section right before the questions. If you answer all of them right, keep reading.

At the back of the booklet, you will find a list of words and their meanings. If you come across a word you do not understand, look it up in the word list. Words which appear in the list are underlined in the text.

## UNIT TEST

For each of the following test items, circle on your response sheet the letter which most correctly completes the statement.

DO NOT WRITE IN THIS BOOKLET!

1. A resume is a one page summary of your:
  - a. *skills*
  - b. *education*
  - c. *job goals*
  - d. *personal data*
  - e. *all of the above*
  - f. *a, b and c*
2. The resume can be used to:
  - a. *open the employer's door for a personal interview*
  - b. *give information about yourself so that strengths are emphasized*
  - c. *both a and b*
  - d. *neither a nor b*
3. The resume should be:
  - a. *printed in ink*
  - b. *sent or given to each company you are interested in working for*
  - c. *type-written*
  - d. *all of the above*
  - e. *b and c only*
4. In beginning the resume with personal data you should NOT include:
  - a. *name*
  - b. *address*
  - c. *marital status*
  - d. *phone number*
5. The next item on the resume after personal data should be:
  - a. *education*
  - b. *employment experience*
  - c. *employment objectives*
  - d. *none of the above*
6. Information on education includes:
  - a. *schools attended*
  - b. *dates you attended and when you graduated*
  - c. *degrees or certificates received*
  - d. *type of program, major and minor subjects and other courses related to job goals*
  - e. *important outside activities*
  - f. *all of the above*

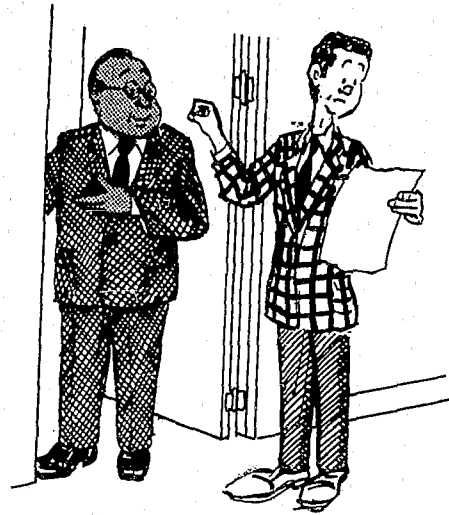
7. In listing information on work experience, which of the following should be included?
- a. *names and addresses of past employers*
  - b. *dates of employment*
  - c. *position you held and specific duties*
  - d. *accomplishments*
  - e. *all of the above*

Match the items in Column II with the information to be included in a resume as described in Column I.

- | <u>Column I</u>                              | <u>Column II</u>                               |
|--|--|
| 8. <i>ability to speak foreign languages</i> | a. <i>references</i>                           |
| 9. <i>volunteer activities</i>               | b. <i>need for dealing with public</i>         |
| 10. <i>special skills</i>                    | c. <i>ability to operate special equipment</i> |
|  | d. <i>round out your experience</i>            |
11. In listing three references you should include:
- a. *name and position title*
  - b. *address and phone number*
  - c. *both a and b*
  - d. *neither a nor b*
12. The cover letter should be:
- a. *no more than one page in length*
  - b. *typed or written clearly in ink*
  - c. *done on standard size paper*
  - d. *addressed to a specific individual whenever possible*
  - e. *all of the above*
13. The body of the cover letter should NOT include:
- a. *title of position applied for*
  - b. *source of knowledge of job opening*
  - c. *all information included in resume which applies to specific job opening*
  - d. *indication that you will be contacting employer to arrange a personal interview*



A resume is a one page summary of your skills, education, job goals and personal data. It can be the key that opens the employer's door for a personal interview.



Write your resume so that it stresses your strengths. NEATNESS COUNTS. Your resume should be type-written, and a copy should be sent or given to each company you are interested in working for.

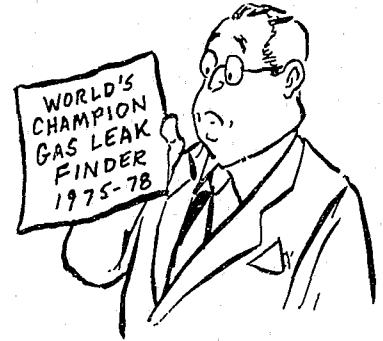
The first item on the resume should be your personal data, including your name, address and telephone number.

*John Hitchcock*



Next should be your employment objective. When possible, your employment objective should be related to the job you're applying for. A short summary, giving your present and future goals should be enough.

Once you have listed your educational and employment experiences, include other important information. Some of this "other important information" could be as important as your education and employment information.



For example, volunteer activities help to round out your experience, especially if they relate to your career goals.

Include, also, any special skills such as typing, shorthand, or ability to operate special equipment. Union membership is another important piece of information which you should put in this part of your resume.



The last part of your resume should be your references. Choose 3 or 4 people who you think will best be able to speak well about your character and past work performance. Include the person's name, address, position title (if it is a business reference), and a phone number where he/she can be reached.

*Check your progress by answering the following review question.*

DIRECTIONS:

On your response sheet place a check mark (✓) to the left of the item which should NOT be included in the resume:

- ☐ a. personal data
- ☐ b. employment objectives
- ☐ c. conviction record
- ☐ d. education information
- ☐ e. employment information
- ☐ f. references
- ☐ g. special skills

Check your answer using the key below. If you get the answer right, keep reading. If you get the answer wrong, go back over what you have already read.

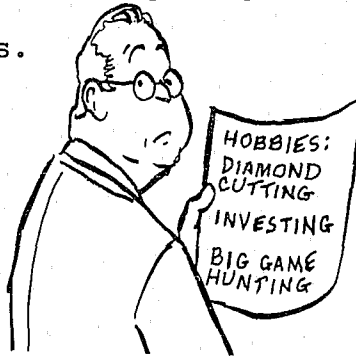
c

Review Question Key



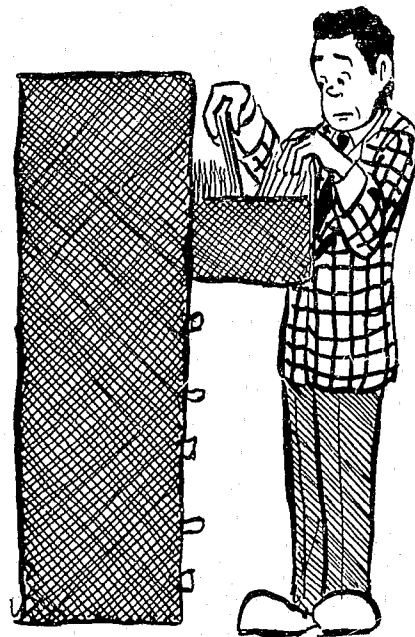
Now, depending upon which is your main selling point, information on your education or employment experience should appear next. Educational information should include the names and addresses of all schools you attended, the type of program, major and minor subjects, as well as other courses related to your job goals. Give the dates you were in school and when you graduated.

Give also, any degrees or certificates you received. Include colleges, high schools, GED programs, vocational or trade schools, business schools, and any training programs such as Job Corps, CETA, CCOEP, or other work programs.



Finally, you should include any hobbies or other interests, especially those relating to your career goals.

In listing information about your employment experience, begin with your most recent employer and work backwards. Include the names and addresses of past employers, both full-time and part-time, and describe the type of business. Be sure also to list the dates, the position you held, and describe your duties. List any special successes you may have had, giving facts and figures whenever possible.



The cover letter should serve as an introduction to your resume. It should be typed, or written clearly in ink, on standard size paper. It should be no more than one page in length. If it is at all possible, the cover letter should be addressed to a specific individual, like the company's personnel director.



Only a small amount of information should be included in the cover letter. Give the title of the position you are applying for and how you heard about the job opening. (Include the announcement or advertisement, or the name of the person who told you about the company.) A few lines in the letter should tell why you would like to work for the company, and why you feel you are the right person for the job. Do not repeat information that is already included in your resume. Finally, say that you will be getting in touch with the employer to set-up a personal interview.

On pages 12 & 13 you will find a sample cover letter and resume.

March 7, 1978

Mr. Arthur G. Mills  
Personnel Director  
John Doe and Sons, Inc.  
123 Elm Street  
Anywhere, USA 12345

Dear Mr. Mills:

I am writing to apply for the carpenter's helper position that I saw in the want ads of the Daily Tribune.

I am presently unemployed and in need of a full-time job. I feel I am qualified for the position because I once worked as a carpenter's helper for a period of slightly over a year.

Enclosed is a copy of my resume for your information. I will be contacting you soon to set-up a personal interview.

Sincerely,

Joseph S. Wilson

Enclosure



## RESUME

John G. Smith  
123 Pleasant Street  
Anywhere, USA 12345  
(111) 555-1212

### Employment Objective:

Ultimate: Carpenter

Immediate: Laborer, Carpenter's helper

### Education:

Pleasant High School

Anywhere, USA 1966-1968 GED Certificate received June 1976

Extracurricular Activities: Body building class, Varsity football

### Employment Experience:

2/76 - 5/77

Johnson Construction Company

Washington, DC

Laborer - carried materials and assisted carpenter

6/73 - 1/76

McNeil's Exxon

Washington, DC

Gas Station Attendant - serviced automobiles and collected payment for services. Assisted in arranging displays, taking inventories and making daily reports.

### Volunteer Activities:

Church of God Baptist Church

Assisted carpenters in construction of structures for church activities

### Special Skills:

Trained in the use of carpenters' hand tools and power tools

### Union Membership:

Member, Local 1004, Carpenters' Union

### References:

Mr. Harold Smith

Foreman

Johnson Construction Company

Washington, DC 20004

202/555-1234

Reverend Eldon Jones

Pastor

Church of God Baptist Church

Washington, DC 20000

202/555-1010

Mr. Joseph McNeil

Owner, Manager

McNeil's Exxon

Washington, DC 20014

202/555-1000

Now that you have completed the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered right and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

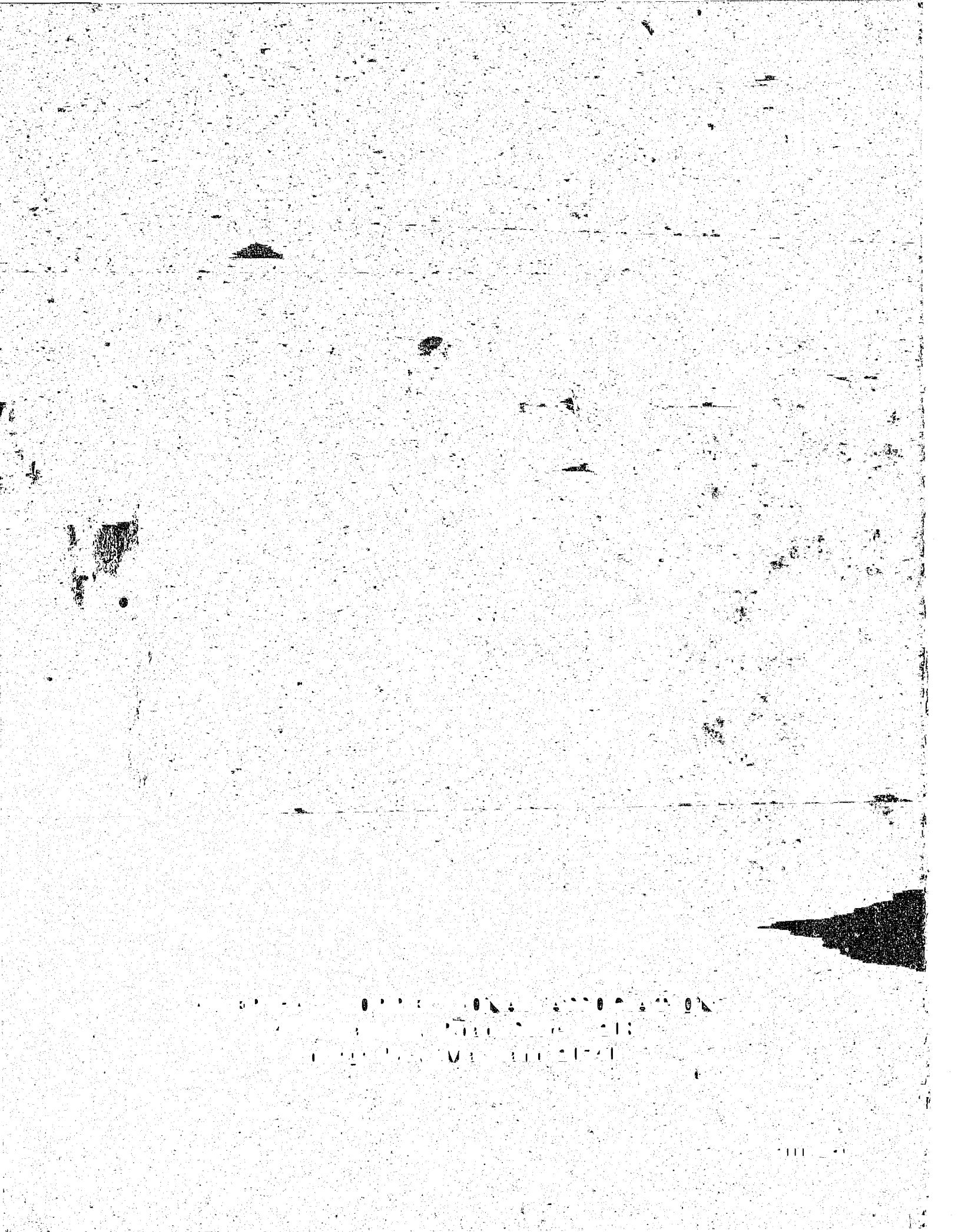
\* \* \* \* \*

Unit Test Key

- |      |       |
|------|-------|
| 1. e | 8. b  |
| 2. c | 9. d  |
| 3. e | 10. c |
| 4. c | 11. c |
| 5. c | 12. e |
| 6. f | 13. c |
| 7. e |       |

### WORD LIST

1. accomplishment - something you did that you are proud of
2. career - having to do with what you do for a living
3. emphasize - to call attention to
4. employment objective - goal; where you want to be or what  
you want to do
5. experience - knowledge or skill you have gotten from doing  
something yourself
6. goal - something which you work toward
7. interview - a meeting between an employer and a person  
applying for a job
8. personal data - information about yourself (name, address, etc.)
9. recent - not long ago
10. reference - someone who knows your skills and abilities or  
someone who knows you well
11. resume - a one page summary of your skills, education, job  
goals and personal data



**END**