

RESUME DO'S & DON'TS



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WHY DO I NEED A RESUME?

- Acts as a sales brochure
- Acts as a calling card
- Is a reminder
- It's a way to direct the interview



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PARTS OF A RESUME

- Heading
- Summary Statement
- Key Strengths
- Employment History
- Employment Details
- Education
- Professional Development & Training (Certifications)
- Memberships / Volunteer
- Other Categories



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RESUME DO'S

- Determine the format of your resume
- Chronological
- Functional
- Make sure your resume is easy to read
- bullet points
- Use a standard font
- Neatness counts
- Proofread carefully
- Include multiple contact methods
- Cell phone
- Personal email address



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RESUME DO'S

- Make sure your voice mail message and email address are professional
- Include your name and one contact number
- Have a clear, strong objective statement/ summary
- Keep the overall length of your resume short, but don't worry about keeping to one
- Include 10 years of work history



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RESUME DO'S

- Use good quality, neutral colored paper
- Include honors, relevant volunteer experiences, professional licenses and certifications
- Place education after experience
- Mail your resume in a 9 x 12 envelope
- Make sure your resume is computer-friendly



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RESUME DON'TS

- Don't include personal information or references to non-work related information
- Age
- Race
- Personal Interests
- Marital Status
- Number of Children
- Hobbies
- Don't include a photo



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RESUME DON'TS

- Don't include references
- Don't provide your salary history
- Don't provide reasons for leaving
- Don't mention harassment issues/lawsuits
- Don't include references to non-work related topics
- Don't repeat the same action words



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RESUME DON'TS

- Don't use your employer's email address or phone number as contact information
- Don't write a book – not your autobiography
- Don't limit your resume to one page
- Don't mix noun and verb phrases
- Don't rule out volunteer work
- Don't rush through the process
- Don't prepare your resume on your employer's time



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RESUME DON'TS

- Don't use cute email addresses or voice mail
- Don't use unconventional formats or tactics such as graphics or colored paper
- Don't refer to yourself as a subject (“I helped prepare correspondence”) or in passive voice (“Was sent to Fulton County to represent the firm...”)



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Cara Leininger

604 S. Shoop Ave.
Wauseon, OH 43567
(419) 337-9215

cleininger@fultoncountyoh.com

Objective: Seeking full time employer with a well-established company.

Experience:

Dec 2021- Current **Product Movers** Delta, OH
General Labor

- Move materials, equipment, or supplies.
- Sort materials or objects for processing or transport.
- Load shipments, belongings, or materials.
- Mark materials or objects for identification.
- Receive information or instructions for performing work assignments.
- Review work orders or schedules to determine operations or procedures.
- Record operational or production data.
- Secure cargo.
- Position material handling equipment.
- Operate cranes, hoists, or other moving or lifting equipment.
- Monitor cargo area conditions.
- Clean facilities or work areas.
- Package materials or products.
- Connect cables or electrical lines.
- Shovel materials.
- Maintain facilities.
- Set up material handling gear or equipment, such as rigging, packaging, or temporary structures.
- Maintain material moving equipment in good working condition.
- Operate packing or other material processing equipment.

Nov 2020 – Dec 2021 **Impact Sales Solutions** Toledo, OH
Telemarketer

- Contact current or potential customers to promote products or services.
- Answer customer questions about goods or services.
- Deliver promotional presentations to current or prospective customers.
- Explain technical product or service information to customers.
- Maintain records of customer accounts.
- Develop content for sales presentations or other materials.
- Identify potential customers.
- Answer telephones to direct calls or provide information.
- Schedule appointments with prospective customers.
- Monitor market conditions or trends.

Jan 2020 - Oct 2020 **McDonald's** Blissfield, MI
Customer Service

- Clean tableware.
- Process customer bills or payments.
- Communicate with customers to resolve complaints or ensure satisfaction.
- Take customer orders.
- Serve food or beverages.
- Clean food service areas.
- Cook foods.
- Prepare hot or cold beverages.
- Collect dirty dishes or other tableware.
- Arrange tables or dining areas.
- Package food or supplies.
- Communicate order details to kitchen personnel.
- Stock serving stations areas with food or supplies.
- Deliver items.
- Manage preparation of special meals.
- Prepare foods or meals.

Education:

Diploma **Wauseon High School** Wauseon, OH

References: Per your request

Cara Leininger

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(419) 337-9215

Cleininger@fultoncountyoh.com

OBJECTIVE

Seeking Part-time employment as an Intern with Sauder Woodworking Resource Management to utilize my excellent work ethics and work skills

QUALIFICATIONS AND SKILLS

- Great Communication Skills
- Problem Solving
- Time Management
- Customer Service
- Microsoft Office: Word, Excel, Power Point
- Cashier
- Production Work
- Quality Inspection
- Food Prep
- Housekeeping

WORK EXPERIENCE

10/2016-Present **Heritage Inn** Archbold, OH
Part-time Housekeeping

08/2015-Present **Sauder Woodworking** Archbold, OH
Part-time Package Line

07/2014-07/2015 **McDonalds** Archbold, OH
Crew Member

06/2011-07/2013 **Mom's Diner** Archbold, OH
Food Prep

EDUCATION

Northwest State Community College Archbold, OH
Current Student

- Majoring in Entrepreneurship

Archbold High School Archbold, OH

- Diploma

References Available Upon Request



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Jane Doe

138 Main Street
Anytown, KY 40000

home #'s **000-000-0000** or **000-000-0001**
janedoe@resume.com

Personal

Listed on National Honors Society, high school honor roll, listed in Who's Who for Cheerleading and Academics. Enjoy cheerleading.

Education

1997-2000 Hill County Central High School; Anytown, KY
Grades: 9th - 12th

1996-1988 Hill Elementary School; Anytown, KY
Grades: Kindergarten - 8th

Special Training

1998 Hill County Central High School; Anytown, KY
Keyboarding
Intro to Computers

Extra-Curricular Activity

Cheerleader (1992-1999)

References

John Doe	Teacher at Hill County High School	000-000-0003
Judy Charles	Employment Interviewer	000-000-0004
Mary Poppins	Retired Teacher	000-000-0005



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FACT SHEET

Seeking part-time employment that will provide me the opportunity to gain skills and allow me to participate in sports.

NAME: **Caleb Alligator**
ADDRESS: 425 Oliver Trail
Wauseon, Ohio 43567

PHONE NUMBER: 419-111-1111

EMAIL ADDRESS: mctrail6@embarqmail.com

EDUCATION: Wauseon High School, Wauseon, Ohio 43567
Class of 2013

REFERENCES:

1. Mr. Mark Shade, 419-111-1111
2. Mr. Doug Pop, 419-222-2222
3. Ms. Cara Hello, 419-333-3333

INTEREST: Football, Basketball, Baseball

ACHIEVMENTS AND AWARDS: Honor Roll 3.8 GPA

VOLUNTEER: Mentoring and Tutoring Elementary Students
Referee Special Olympics Basketball 2013
Wauseon Baseball Camp 2012 / 2013

ABILITIES and TALENTS: Team player, works well with others, independent worker, self-disciplined, reliable, good listening skills, responsible, time management and organizational skills

COVER LETTERS

- Write a Hard-Hitting Cover Letter
- Never send a resume to a potential employer or to a recruiter without a good cover letter. The letter underscores how your skills and accomplishments, along with your career goals, make you an outstanding candidate for that particular position. It also eliminates the need to restructure a resume to match each job opening.



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COVER LETTER DO'S & DON'TS

- **Don't**

- Just restate the accomplishments verbatim from the resume.
- Say more than you have to

- **DO**

- Start with a brisk statement that describes who you are and what you want.
- Use the next few sentences - or bullets -- for your “sales pitch” Use Your Accomplishment Stories.
- Conclude with an action statement such as saying you'll call in a few days to arrange an appointment for an interview or to answer further questions about your skills.



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March 1, 2022

Amy Metz-Simon
604 S. Shoop Ave
Wauseon, OH 43567
(419) 337-0010
Jobcenter@fultoncountyoh.com

Dear Ms. Metz-Simon,

My name is Cara Leininger, and I am a graduating senior at Wauseon High School. I saw your posting for the Customer Service Representative role on Indeed, and was immediately compelled to apply. My academic and career goals align with the internship's stated objectives, and I am confident that I have the right skills for the job.

In addition to taking business-related coursework like Intro to Business and Entrepreneurship, I served as president of my school chapter's Model United Nations and as secretary of Student Council. Beyond these extracurricular activities, I also actively volunteer at MUSC Children's Hospital and the local homeless shelter. Taking on these roles has led to some of my proudest accomplishments, including:

- Greeting and helping new patients and visitors as volunteer information desk assistant at MUSC Children's Hospital
- Regularly delivering formal and impromptu speeches at Model UN meetings and conferences
- Planning a schoolwide canned food drive that collected over 400 cans in one month for the local homeless shelter

Fulton County is an emerging leader in the educational software industry, making your internship the perfect opportunity to grow my understanding of business development. I have no doubt that my unmatched enthusiasm and eagerness to learn can take the internship to new heights.

I've attached my resume, which further details my skills and involvement in the community. Please do not hesitate to reach out if you have any questions about my background. I look forward to the opportunity to speak with you further; thank you for your time and consideration.

Sincerely,

Cara Leininger

CARA LEININGER

604 S. Shoop Ave
Wauseon, OH 43567
(419) 337-9215
Cleininger@fultoncountyoh.com

September 11, 2009

To Whom It May Concern:

In response to your Ohio Means Jobs ad for the Independent Recruiters Position, please except this letter and the enclosed resume.

Additional information that would benefit your Independent Recruiters Position includes:

- Friendly, outgoing, strong ability to communicate with customers / peers.
- Detail oriented with multi-tasking capabilities;
- Highly motivated and challenge-oriented with discipline, drive and a positive attitude.

Thank you, in advance, for your time and consideration. |

Sincerely,

Cara Leininger



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THANK YOU!

