

Creating Your Resume

A resume is...

- A marketing tool to help you get the interview
- A chance to show what you know and how you might fit with the company
- No more than two pages
- A way to show the employer a summary of your skills, education and accomplishments that they care about
- Your first chance to make a good impression
- A complement to your cover letter

Every resume should include:

- *Header* - Your contact information
- *Objective* - Simply type the title of the position you are seeking
- *Professional Highlights* - List these directly under the position title
- *Relevant Experience and/or Work History* - Work experience should go back no more than 15 years. Only list unpaid positions if they are relevant to the job
- *Education and Training* - Include education, professional trainings and certificates/licensures that you have completed. Only list professional trainings and certificates/licensures if they are relevant to the job

A resume shows the employer how you can help them!

Your resume is more than just a list of your previous jobs and responsibilities. It should tell about your experiences that directly relate to the employer's needs. Choose keywords based on the job description. Follow these steps to customize your resume based on the employer's needs:

1. Using the job posting, highlight key skills and qualifications required for the job. If no description is available, look up the position title on www.onetonline.org to find a general description.
2. Look at the posting again and put a checkmark next to all of the highlighted skills that you have.
3. Think back to a work or volunteer situation where you used that skill.
4. Write a short summary for each situation. Include the challenge, the action you took (the skills you used) and the final result.
5. Shorten each summary to a one or two line statement for your resume. The statement should start with an active verb. For example: "Assessed needs researched options and implemented effective inter-office communication system to reduce waste and increase overall productivity." Or "Assisted an average of 100 callers daily using multi-line phone system."

Make sure anyone can understand your summaries. Avoid using abbreviations, or too much technical jargon.

The two most common resume styles:

Both types have pros and cons. Use the style that best highlights your experience and skills. Samples of both are on the following pages.

1. **Chronological** - This type of resume shows what jobs you have held and accomplishments for each one. Start with the most recent job first, and work backwards in time. For each job, include 2-4 statements about responsibilities and/or accomplishments that are *relevant to the job you are seeking*.
2. **Skills-Based** - This format highlights your relevant experience because it organizes your experiences by skill sets, rather than by job. Only choose skill sets that are important to the potential employer. List work history just after the skills section in a shortened format.

Format	Pros	Cons	This style is best if you...
Chronological	<ul style="list-style-type: none">• Most common• Easy to read• Shows growth in skill and responsibility• Highlights career growth• Can show company loyalty	<ul style="list-style-type: none">• Shows gaps in employment history• May point out missing related experience• Reveals career changes or setbacks	<ul style="list-style-type: none">• Have a steady work history similar to the job you are seeking• Have a work history that shows increasing responsibility
Skills-Based	<ul style="list-style-type: none">• Highlights skills most relevant to the position• Helps combine skills and experience from a variety of jobs• Takes focus away from gaps in employment or lack of job experience	<ul style="list-style-type: none">• Not as common and must be well organized so employers can easily find the information they need• Accomplishments are not paired with positions	<ul style="list-style-type: none">• Are seeking a position that is a change from your previous career path• Are re-entering the job market after extended absence• Want to focus on skills rather the job titles

Finalizing your resume document:

- Check grammar, spelling and punctuation.
- Use true type fonts such as Garamond, Book Antiqua, Arial, Trebuchet, Tahoma or Verdana.
- Do not use first person language (no "I", "me", nor "we").
- Do not use marbled or watermarked paper.
- Do not staple.
- Do not print double sided.
- Use 1" margins when possible.

For extra help on how to prepare your resume, register for the Larimer County Workforce Center's **Resume: Creating your Core Resume** or **Resume: Customizing your Resume for Each Job** Workshop

Jamie P Kirkwood

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Packaging Technician

- ✓ 4 Years experience in clean room environment including pharmaceutical packaging
- ✓ Experienced working with pouch sealing equipment, labelers, printing and cartoning, as well as testing equipment
- ✓ Detail oriented and able to work in a fast-paced environment

RELEVANT EXPERIENCE

- Operator/Labeler** - Eastman Kodak Company. Windsor, CO 2013-2016
- Operated hot pouch sealing machine, applying expiration date and lot numbers and adjusting speed to ensure strength of seal according to specifications
 - Experience using both hot and cold labeling machines
 - Used lot printing equipment daily, processing between 100-3000 per shift
- Clean Room Packager** - Forney Industries, Inc. Fort Collins, CO 2012-2013
- Cleaned all areas of room, including ceiling, walls, floors and all surfaces, rotating clean materials to ensure the quality and cleanliness of products
 - Followed all protocols regarding clothing for work in production rooms
 - Immediately informed supervisor of any concerns or issues regarding contamination /quality of products
- Packaging Technician** - Technical Molding Products. Fort Collins, CO 2011-2012
- Utilized burst testers to determine/confirm packaging specifications
 - Followed safety rules, wore appropriate safety equipment and maintained proper safety practices at all times
 - Committed to clear and open communications to enable highest quality production
- Packaging Operator** - IMU - TEK Animal Health, Inc. Fort Collins, CO 2010-2011
- Operated various equipment including imprint devices (lasers, ink jet, thermal transfer), vision systems, labelers, cartoners and case packers
 - Kept clear and accurate writing records, allowing other team members to do their job to the best of their ability
- Clean Room Packaging Operator** - QLT USA IND. Fort Collins, CO 2008-2010
- Worked as part of a 15 member team, producing shampoos, crèmes and filling syringes
 - Watched for any defects/contamination, understanding the importance of the integrity of the product for our customers

EDUCATION

St. Vincent High School. Des Moines, IA - High School Diploma

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RELEVANT EXPERIENCE

Clean Room Practices

- Cleaned all areas of room, including ceiling, walls, floors and all surfaces, rotating clean materials, to ensure the quality and cleanliness of products
- Followed all protocols regarding clothing for work in production rooms
- Immediately informed supervisor of any concerns or issues regarding contamination/quality of products

Equipment Operation

- Operated hot pouch sealing machine, applying expiration date and lot numbers and adjusting speed to ensure strength of seal according to specifications
- Experience using both hot and cold labeling machines
- Used lot printing equipment daily, processing between 100-3000 per shift
- Utilized burst testers to determine/confirm packaging specifications
- Followed safety rules, wore appropriate safety equipment and maintained proper safety practices at all times

Teamwork/Customer Service

- Worked as part of a 15 member team, producing shampoos, crèmes and filling syringes
- Committed to clear and open communications to enable highest production
- Kept clear and accurate writing records, allowing other team members to do their jobs to the best of their ability
- Watched for any defects/contamination, understanding the importance of the integrity of the product for our customers

WORK HISTORY

Operator/Labeler - Eastman Kodak Company. Windsor, CO	2013-2016
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