

Resume Writing Lesson

Developed by Bradley Stephens

Da Yeh University

FULL NAME

Write your full name. Use all capital letters. It grabs attention. Justify right.

Address Line 1
Address Line 2
Phone Number
Email address

PROFILE

Your profile is a summary. It says basic facts of who you are and what you are looking for in a job. It can say something small about your personality. It should not be more than 4 sentences.

EXPERIENCE

This is the experience section of the resume. It begins the section on work history. Sections go by most recent. Most people have more recently done jobs than schooling. Therefore job history comes before education. List the jobs from newest to oldest.

Job Title, Company Name; City, County 2012 Present

State the job title of the job you have performed before and the name of the company. Next state what city and finally how long you worked at the job. The time should be a range of dates. February-March 2014; not 2 months.

Use the bold setting. Use a comma to separate similar information (between job title and company name). Use a semicolon between different information (company name and city). Use a dash before time.

In short paragraph form list some information about the job. These should include your job duties and tasks you performed. Start with the most recent. Repeat for all jobs and and volunteer work.

EDUCATION

The education section lists the education you have received starting from high school. Do not put junior and elementary school listings. There is no need to put cram schools. If you received a certification you may list where you studied to get it.

University Name, City, County— Degree, Year

List school name place followed by city and county. Lastly list what type of degree and when it was obtained. Do not list the range of time you went to school there.

SKILLS

Finally, under the skills section, list the skills that are relevant to getting a job. List anything you can do that allow you to complete the job you're applying for. These can include computer skills and language skills.

Write at the following numbers:

1. Full name
2. Address
3. Phone number
4. Email
5. Profile describing yourself
6. Job Title, Company Name; City, County — 2012–Present
7. Jobs you have had.
8. Repeat 6, 7
9. Name of school, City, County, Degree Name, Year of Graduation
10. Any skills

1. _____
2. _____
2. _____
3. _____
4. _____

PROFILE

3.

EXPERIENCE

6. _____, _____; _____, _____

7.

8. _____, _____; _____, _____

EDUCATION

9. _____, _____, _____, _____

SKILLS

10.

JAMES SHIH

No.168, University Rd.,
Dacun, Changhua 51591, Taiwan(R.O.C.)
+886-4-8511888
shih@gmail.com

PROFILE

Recent graduate seeks full time job as entry level designers in an international company. Willing to work hard and provide good results when given instructions. Capabilities include good communications skills, hard work ethic and friendly personality.

EXPERIENCE

Clerk, Formosa Gas Station; Houli, Taichung County 2014-2015

Pumped gas for customers. Handled cash. Washed cars upon request. Learned how to operate a register and provide customer service.

Cashier, Uniqlo; Yuanlin, Changhua 2015-Present

Performed cash and credit transactions for customers. Took stock and inventory. Laid out merchandise. Provided customer service. Assisted in bookkeeping at the end of the business day.

EDUCATION

Da Yeh University, Da Cun, Changhua-- Bachelor of Arts, 2016

Houli High School, Houli, Taichung--Diploma, 2012

SKILLS

CAD Design, Office Suite, Dreamweaver

Intermediate English Language Proficiency

Cash Handling

Customer Service

Jenny Lu

+866 098372382 hardworker@yahoo.com.tw 585 Sanmin Road, Taichung, Taiwan

Profile

Fresh graduate from university seeking first full-time job with a reputable company with a bright future. Earned high grades and honors in university that will transfer to excellence to the company. Willing to put in the extra effort. Not scared of a challenge.

Experience

UNPAID VOLUNTEER, DA YEH UNIVERSITY ADMINISTRATION OFFICE – 2014-PRESENT

Job duties were to keep track of photocopies made by teachers and assist teachers in anyway. Wrote promotional materials for the university student population put up on campus. Filled out required paperwork with an attention to detail. Assisted in campus activities.

SERVER, FRESH TEA TEASHOP – SUMMER 2014

Made drinks according to customer orders. Handled cash and paid attention to customer satisfaction. Made advertisements to bring new customers to the tea shop. Was able to work long shifts and work overtime.

Education

Da Yeh University, Dacun, Taiwan – Bachelor's of Business Administration, 2015

Skills

Customer Service

Microsoft Office, Publisher

Adobe Illustrator

References

Dr. Shih, College of Business Administration, Da Yeh University

09 84304293

shih@mail.dyu.edu.tw

Dr. Lin, College of Business Administration, Da Yeh University

09 3820345

lin@mail.dyu.edu.tw

Jin Wang

Greetings

PROFILE

A high grade earning student coming out of university ready to start a career. Fluent in Mandarin, Taiwanese and English. Looking for a job that will put my excellent communication and language skills to use. Ready to continue my learning in a company I wish to stay with in the long term.

EXPERIENCE

VOLUNTEER TRANSLATOR, INTERNATIONAL LANGUAGE CENTER, DA YEH UNIVERSITY
2015

Use my language skills to assist the center in writing bilingual documents. Paid attention to detail and made no mistakes. Assisted foreign teachers in translation.

GREETER, INFORMATION DESK, SKY HOTEL 2014-PRESENT

Work the front desk to greet international guests. Answered any questions about visiting in the area. Help guest secure transportation and other needs to enjoy their stay at the hotel.

EDUCATION

DA YEH UNIVERSITY, DA CUN, CHANGHUA, TAIWAN – BACHELOR'S OF ARTS IN ENGLISH, 2015

SKILLS

Mandarin, Taiwanese and English

Quick to learn.

Aquire new skills easily.

REFERENCES

Dr. Wu, Department of English

09 38493789

wu@mail.dyu.edu.tw

Dr. Kou, International Language Center

09 4827492

kou@mail.dyu.edu.tw