

# John A. Smith

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## JOHN A. SMITH

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 *John Smith* 

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# Resume Outline

## Name

Street . City . State . Zip . Phone . E-mail

### HIGHLIGHTS OF QUALIFICATIONS

- Write 5 – 6 bullet statements that summarize your skills, experience and work values
- Add up years of experience in a specific area into one statement ie. 16 years management experience in the manufacturing and food industries
- List qualifications that would make you suitable for this job
- Prioritize the statements in this section so the most relevant comes first

### KEY SKILL (optional)

- Give examples of how you used this skill in the workplace – briefly describe the situation and the result
- Use numbers, percentages and dollar amounts whenever possible to show how you positively affected the organization, the bottom line, your boss, coworkers or customers
- Mention awards or recognition you received that required this skill
- Again, prioritize the statements

### EDUCATION AND TRAINING

Degree received, School, City, State and year (only if it is recent and is relevant)

List trainings you have completed if they are relevant to this job

### WORK HISTORY

Job Title, Company, City, State, Employment Dates

- Use numbers, percentages and dollar amounts whenever possible to show how you positively affected the organization, the bottom line, your boss, coworkers or customers
  - Increased customer base by 17 percent in one year
  - Supervised team of 65 persons to insure smooth production
  - Coordinated the construction of a new location and completed project \$23,000 under budget
- List duties you performed that was over and above what job usually required
- Think outside the box to list things you did that is not always a part of that job. Ie – If you were a cook, did you do the meal planning, ordering, scheduling, inventory or etc.

### COMMUNITY SERVICE, ACHIEVEMENTS, RECOGNITION (optional)

- Use this section if you have done things, you feel the employer should know
- List things that show skills in addition to what you have shown through work history or training

## Tips on creating your resume

**Heading** - Create a personal "letterhead" with your contact information. Make it interesting and stand out! Use the same one on all correspondence. ie cover letter, reference sheet and any letters you send. Use a font easily read by everyone.

- ◆ Add your E-mail address but make sure your address is professional by having some variation of your name in the address and does not give the employer a wrong impression ie. Foxylady@hotmail.com.

**Skill or Qualification Summary:** The basic skills and knowledge that matches you to this job. Title this section: "Professional Summary", "Skills Summary", "Qualifications", "Professional Profile" or something similar!

List 5 or 6 bullet points that best describe you as a whole. Include:

- Skills and experiences that are transferable to a variety of jobs
- Skills that aren't listed in work experiences below. Include skills gained off the job or jobs previous to ones listed. Let employers know what you have to offer!
- Include your work values and personality traits

### Examples

- Add up totals of work experience – ie. 17 years manufacturing exp.
- Knowledgeable in use of computers, Excel, Word, Quicken, Power Point, internet, e-mail
- Good interpersonal skills - Interacts well with others; co-workers and public.
- Enthusiastic, reliable, and honest - Tasks are completed consistently and independently.
- Experience training and supervising others.

### Education and Training

Education – In order of relevance, list the schools you attended, locations and (if in your best interest) graduation dates. Note degree(s) obtained. Include any college even if you did not get a degree.

- **B.S. Accounting**, University of Nebraska, Lincoln, NE
- **Diploma**, Columbus High School, Columbus, NE;
- **Training** - List any relevant training learned in a classroom or on a previous job. Examples are: specific classes, First Aid and/or CPR, Spanish classes and any specialized training like hazmat or leadership courses

### Employment Experience:

List (1) job title/ titles first, 2) business 3) city/state and 4) month and years of employment.

**Bullets:** Use two to four statements about tasks and responsibilities you had on each job.

- Use **action power words** to create your bullet points. Start each statement with a bang! Include the things that show initiative or creativity. Examples: Reorganized entire filing system. Converted process to more automated system.

- Include numbers...how many different machines did you learn or how many did you run at the same time. How many did you supervise? How many accounts did you have or how many units did you do each day?
- Show you are versatile. What tools did you use, did you repair or adjust your own equipment and, did you train others. Did you do quality inspections, or paperwork?
- Recognition and extras: List things that are not required of all persons in that position and duties different than what your title suggests. List committees you served on...ie. safety or continuous improvement committees. Awards you received... Employee of the month, Perfect attendance
- \*\*\* Make sure you use proper grammar... Present tense for current jobs and past tense for past jobs\*\*\*

**Duty-Oriented vs Accomplishment Oriented** Do not give your reader a list of duties but rather what you achieved from your duties and the responsibilities you were given! Examples: Duty-Oriented

- \* Monitor inventory levels
- \* Overseeing the dispensing and control of material
- \* Responsible for surveying orders

Accomplishment-Oriented

- \* Lowered inventory levels by 20%
- \* Developed a more efficient organization of dispensing and control of material, lowering labor costs by over \$100K per year.
- \* Surveyed orders and made sure all repairs are done on schedule which resulted in 98% of repairs completed on schedule

### Other relevant information and previous employment

- You may have gained additional experience while you were out of the workforce. Were you Treasurer of a civic organization for the past five years? Did you direct or plan activities as a volunteer for an after-school center? Were you a sports coach or Scoutmaster on the weekends or during the evenings? List these experiences, dates, and responsibilities.
- Often times we have experience in a field but it is too long ago to include on the resume. This may be information you add as additional experience or in the summary at the top.

### Resume "Pet Peeves", starting with the biggest problems.

1. Spelling errors, typos and poor grammar
2. Too duty oriented - reads like a job description and no accomplishments.
3. Missing or inaccurate dates
4. Missing Contact Info or unprofessional email addresses
5. Long Resumes - over 1 page
6. Long, dense paragraphs - no bullet-points
7. Personal info not relevant to the job
8. Objectives or meaningless introductions
9. Poor font choice or style
10. No easy-to-follow summary

**Power Words  
For Resumes**

ACCOMPANIED	COORDINATED	FURNISHED	MODERATED	REINFORCED
ACCUMULATED	COPIED	GATHERED	MODIFIED	RELAYED
ACHIEVED	CORRECTED	GENERATED	MONITORED	REMODELED
ACQUIRED	CORRESPONDED	GOVERNED	MOTIVATED	RENEWED
ADAPTED	COUNSELED	GRADED	NAVIGATED	REORGANIZED
ADMINISTERED	COUNTED	GRAPHED	NEGOTIATED	REPAIRED
ADMITTED	CREATED	GREETED	NETTED	REPLACED
ADVISED	CUSTOMIZED	GUIDED	NOMINATED	REPRESENTED
ADVOCATED	DEBUGGED	HANDLED	NOTED	REPORTED
AIDED	DEFINED	HEADED	NOTIFIED	REQUESTED
ALLOWED	DELEGATED	HIRED	NUMBERED	RESEARCHED
ANALYZED	DELIVERED	HOSTED	OBSERVED	RESERVED
ANSWERED	DEMONSTRATED	IDENTIFIED	OBTAINED	RESOLVED
APPLIED	DEPOSITED	ILLUSTRATED	OPENED	RESPONDED
APPOINTED	DESCRIBED	IMPLEMENTED	OPERATED	RESPONSIBLE
APPROVED	DESIGNED	IMPROVED	ORDERED	RESTORED
APPRAISED	DETAILED	IMPROVISED	ORGANIZED	RETRIEVED
ARBITRATED	DETERMINED	INCORPORATED	ORIGINATED	REVIEWED
ARRANGED	DEVELOPED	INDEXED	OVERCAME	REVISED
ASSEMBLED	DEVISED	INCREASED	OVERHAULED	REVITALIZED
ASSESSED	DIAGNOSED	INDEXED	PACKAGED	ROUTED
ASSIGNED	DIRECTED	INDICATED	PACKED	SCHEDULED
ASSISTED	DISCOVERED	INDIVIDUALIZED	PARTICIPATED	SCREENED
ATTAINED	DISCUSSED	INFLUENCED	PATROLLED	SECURED
AUDITED	DISMANTLED	INFORMED	PERFECTED	SELECTED
AUTHORIZED	DISPATCHED	INITIATED	PERFORMED	SEPARATED
BALANCED	DISPENSED	INSPECTED	PILOTED	SERVED
BILLED	DISPLAYED	INSTALLED	PLANNED	SERVICED
BUDGETED	DISTRIBUTED	INSTITUTED	PREPARED	SET UP
	DOCUMENTED	INSTRUCTED	PRESCRIBED	SHAPED
	DRAFTED	INSURED	PRESENTED	SIMPLIFIED
	EARNED	INTEGRATED	PRESIDED	SOLICITED
	EDITED	INTERACTED	PREVENTED	SOLVED
	EDUCATED	INTERPRETED	PRICED	SORTED
	ELICITED	INTERVENED	PRINTED	SPECIFIED
	ELIMINATED	INTERVIEWED	PRIORITIZED	STANDARDIZED
	EMPLOYED	INTRODUCED	PRODUCED	STOCKED
	ENCOURAGED	INVENTED	PROGRAMMED	STORED
	ENFORCED	INVENTORIED	PROJECTED	STREAMLINED
	ENGINEERED	INVESTIGATED	PROMOTED	STRENGTHENED
	ENHANCED	INVOICED	PROOFREAD	SUBMITTED
	ENSURED	INVOLVED	PROPOSED	SUGGESTED
	ENTERTAINED	ISSUED	PROVED	SUMMARIZED
	ESTABLISHED	JOINED	PROVIDED	SUPERVISED
	ESTIMATED	JUDGED	PUBLICIZED	SUPPLIED
	EVALUATED	JUSTIFIED	PUBLISHED	SUPPORTED
	EXAMINED	LEARNED	PURCHASED	SURVEYED
	EXCHANGED	LECTURED	QUALIFIED	TALLIED
	EXHIBITED	LICENSED	QUOTED	TAUGHT
	EXPEDITED	LISTENED	RATED	TESTED
	EXPERIENCED	LISTED	REARRANGED	TRAINED
	EXPANDED	LOADED	REBUILT	TRANSFERRED
	FABRICATED	LOCATED	RECALLED	TRANSLATED
	FACILITATED	LOGGED	RECEIVED	TRANSPORTED
	FAMILIARIZED	MAILED	RECRUITED	TUTORED
	FIGURED	MAINTAINED	RECOMMENDED	UPDATED
	FILED	MANAGED	RECONCILED	UPGRADED
	FILLED	MANUFACTURED	RECORDED	UTILIZED
	FINANCED	MARKED	REDUCED	VALIDATED
	FINISHED	MARKETED	REFERRED	VERIFIED
	FITTED	MEASURED	REGISTERED	VOLUNTEERED
	FORECASTED	MEDIATED	REGULATED	WROTE
	FORMULATED	MODELED		
	FOUNDED			

## Tips on resumes from VR employers

1. Keep resumes simple... do not add cutesy material, crazy fonts/flair
2. Make Resume applicable to the job - Be sure you know the job you are applying for
3. Resume should just have the facts - Be honest. Do not make them something that you are not.
4. Be clear about past jobs (business, location, job title, dates) - They want to know what you did at each job, actual job duties and specific details – no general statements, ie. Customer service
5. Format well and do not leave off details, details on the resume translate to job performance
6. One page is preferred but never more than two.
7. Be consistent...use verbs or nouns but not both
8. Jobs in the past, use past tense/Present job, use present tense
9. Correct grammar and punctuation are essential.
10. Bullets should have a period only if a complete sentence.
11. Do not put high school graduation dates or college if more than a couple years ago.
12. A resume shows your writing style and organizational abilities.
13. At top of resume use summary of qualifications rather than objective. 5 employers preferred bullet points, 1 paragraph form
14. Some employers like to have the name of the supervisor listed with each job.
15. Put key accomplishments in resume if they pertain to the job and be specific...If you say you lead in sales, put that down in dollars (provide proof of your accomplishments, not just the statement of an accomplishment).
16. List computer skills (software), especially keyboarding. Test your speed.
17. Resume does not replace an application. Do not copy and past resume into application or write "see resume." It makes you look lazy and screens you out.
18. Dates are important in work history. Must have month and year.
19. Short-term work history is a negative unless it is a job shadow, internship or related to school.
20. If no work history, put down volunteering or other things you have done.
21. NO PERSONAL INFORMATION (interests, hobbies, family)
22. Entry and mid level careers should use a resume as a extra selling technique
23. If two candidates are close in the running, their resumes will be compared

## References

- Put them at the bottom of your resume in address format in columns if they fit. If not, start a new page. Use the same "letterhead format" as your resume. List references in mailing address format centered down the middle of the page. List at least three persons.
- References are people you know who can tell employers about who you are and your abilities. They also support your character, skills, accomplishments, and work habits.
- The references you list on your job application and/or resume will more than likely receive a telephone call from prospective employers. **Make sure you talk with your reference in advance, so they will prepare for the employer's call.**

# John A. Smith

701 South Grove, P.O. Box 649, Smalltown, NE 68600 Phone:

402-222-3327

jasmith@yahoo.com

## QUALIFICATIONS SUMMARY

- 22 years experience managing and organizing grain and hog enterprise
- Proven leadership abilities as Howells school board president as well as officer positions in several community organizations
- Supervised and trained farm employees and delegated duties
- Operated a variety of farm equipment including pay loader, combine, planter, grain truck, tractors and bobcat
- Responsible for upkeep and repair of farm equipment and machinery
- Purchased supplies, maintained inventory and marketed commodities
- Negotiated leases and contracts with several landlords and feeder pig customers
- Highly organized in maintaining financial records and projecting costs
- Computer skills in windows, word and spread sheets to document and analyze data
- Knowledgeable of Hazmat and safety procedures

## PERSONAL SKILLS

- High degree of flexibility, reliability, patience and sensitivity to others
- Excellent communication skills, written and verbal
- Able to identify and resolve problems
- Works well independently or as a team member
- Conscientious, honest and hard-working

## EDUCATION AND TRAINING

- **Associates of Applied Science, Farm and Ranch Management**, Northeast Technical Community College, Norfolk, NE
- **Leadership Certification Program**, Central Community College, Columbus, NE

## WORK EXPERIENCE

- 22 years owner operator of grain and livestock operation
- 12 years feed and seed dealer and salesman, McNess Feeds and Crows Hybrids

*Where your future begins*



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Jane Doe/Human Resources  
XYZ Company  
Columbus, NE

Re: Loader or Utility position

March 1, 2002

Good Morning,

I have recently moved to the Columbus area and am seeking a full-time position within a company that has structure, stability, and growth in today's ever-changing economy. I am very interested in a loader or utility position at XYZ Company

I have extensive experience in the construction field including: concrete, steel, framework, finish and other types of general construction. I am capable of operating a variety of equipment such as loaders, backhoes, skids, forklifts and because of my farming background a vast knowledge of agricultural equipment. I enjoy physical work that results in visible accomplishments at the end of the day.

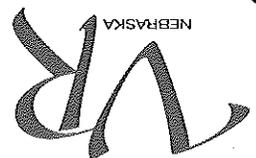
Over the last year I took time from my normal position to care for my father who suffered from a stroke. Because of an improvement in his health I have moved to Columbus where I am in hopes of finding a position with more stability. Concrete and general construction has a tendency to be seasonable and a position at XYZ Company would provide me with stable year-round employment.

I look forward to meeting with you to further discuss my qualifications. I can be reached at 402-222-3327 at your convenience.

Sincerely,

John Smith

*Where your future begins*



## *Jane Smith*

300 Walnut Shores  
Smalltown, NE 68600  
jsmith@yahoo.com  
(402) 999-0022

March 16, 2002

Human Resources  
222 Road XYZ  
Columbus, NE 68601

Good morning,

My easy going and friendly manner along with my years of office experience makes me the ideal candidate for your elementary secretary position at Columbus Public Schools.

I have excellent organization and time management skills, and several years of experience working in a variety of office settings. I am familiar with all types of office equipment, and have worked with a variety of computer programs. I have worked in customer service related industries and understand the importance of good communication and teamwork among office personnel and staff members.

As a high school student I had the opportunity to work as an aide to the secretary at my school, and I have a great appreciation towards educators and school staff members for their hard work and dedication towards our children's futures. I would love the opportunity to work for Columbus Public Schools and again work in a school office.

I am looking forward to hearing from you! I will call you next Tuesday to provide any additional information you may need from me and possibly to set up an interview at your convenience. You can reach me at (402) 999-0022 or email me at address above.

Sincerely,

# Professional Cover Letters

Start by using the same "letterhead" as your resume – They should match!  
If emailing, have a great subject line... ABC Company share a belief in... or "Steve Johnson referred me"

Employers report that they use 1-2 minutes to "scan" resumes but they read covers letters thoroughly. Make sure yours is "professional" and highlights your most important skills but make it personal. If you wouldn't feel comfortable reading it aloud in front of an interviewer, it is too "stilted".

You need to get their attention to get an interview and  
must get an interview to get the JOB!!

\*\*\*Each section only 1-3 sentences – Use company name when you can\*\*\*

## First Section: Introduce yourself

Must grab their attention. What is your "unique selling point" – what do you have that makes you stand out above the other applicants. Start with phrases like " I remember the first time...", or "I learned I wanted to be \_\_\_when..., I believe in..." Tell your story!

Other Examples:

- I have increased the size and sales level of my client base in every position I have held which has increased the profits for my employers. I would like to bring this success to (company name) by filling the account position you have posted on your website.
- I believe in the unique value of each person and my desire to help and to assist others in improving their quality of life has been a driving force in my life. I would like to bring my training, experience and compassion to work for (company name.)
- Since I was a teenager, I wanted to be a \_\_\_ and as a recent college graduate, I am eager to begin my career and apply the knowledge I have gained...

## Second Section: How do you meet the requirements of the job?

Write your qualifications and experience. May just write it in 1-3 concise sentences or can do a t-letter here to match up qualifications. For example:

Job requirements	My Qualifications
4 yr degree in accounting or related field	B.A. in Finance and Accounting , University of Nebraska, May, 2000
At least two years experience	Smith Accounting, Inc.-Jan, 1999-May,2003
Computer experience	Knowledgeable of Excel, Word, Quick Books, Quicken and Power Point

## Third Section: Why

Tell them why you want to work for their company. How do your values line up with theirs? Also here is where you want to explain anything unusual...a big switch in career, or why you had a gap and are returning to the workforce now. I embrace your companies mission to....

## Fourth Section: Wrap-up / contact

Make it proactive – request action from them and tell them your plans to follow up. Express confidence that you are perfect for the job and ask for an interview. "How can I become a member of your team?"

Example: I am eager to be a valuable part of your team and am excited about meeting with you. I can't wait to start making a difference.

- Keep your references up-to-date and give them a copy of your resume to refer to. References confirm the information on your application and/or resume.
- If you use personal friends, do not list them as "friend or neighbor" but identify them by their current job title or "previous co-worker" if you worked with them in the past

If you are an experienced worker use: Previous bosses and supervisors, People you may have served as a customer; Former co-workers; or someone you worked with as a volunteer

If you do not have enough good work references, you may want to use: Members or leaders of groups you belong to in your community or church; Teachers or counselors, Landlords, or others that can attest to your reliability and responsibility.

## Cover Letter

*Every resume should be accompanied by a cover letter* but is optional if it is attached to an employment application. Employers report that they use 1-2 minutes to "scan" resumes but they read covers letters thoroughly. Make sure yours is "professional" and highlights your most important skills. You need to get their attention to get an interview and must get an interview to get the JOB!!

### A cover letter

- Introduces you to the employer and invites the employer to read your resume more thoroughly
- Establishes a connection between your abilities and the employer's needs.
- Expresses your interest in the job and knowledge of the company.
- Indicates best method and times to reach you to set up an interview

### Cover Letter Guidelines

- Keep it short, to the point, and powerful. Let your individuality show but avoid being too cute, too humorous, too aggressive or too familiar. Put the best "you" in the letter.
  - Personalize the letter; address it to a specific person by name and job title, if possible. Otherwise you may want to head it "Good Morning". Do not use "dear sir or madam" or "to whom it may concern"
  - **Name the company at least twice throughout your letter to make it more personalized.**
  - Keep the requirements of the job in mind and address them specifically.
- \*\*\*\*Remember, it's not what the company can do for you; it's what you can do for the company that counts.