

# “BEFORE” RESUME chronological format

DO NOT  
USE THIS  
RESUME AS A  
MODEL! See  
next page for  
the improved  
“after” version.

This objective is very general, stating little about Kristen's specific goals.

**Kristen Romano**  
2250 Durant Street, Apt. 6  
Berkeley, CA 94704  
510-555-2996  
romano790@berkeley.edu

**Objective:** To find an internship where I can develop my leadership skills.

## **Education:**

UC Berkeley ◦  
Bachelor's of Arts in Rhetoric

There is no expected graduation date, which leaves readers guessing.

Marin Academy ◦  
H.S. Diploma, May 2008

High school diplomas are generally not included on resumes once you are in college.

## **Work Experience**

Jamba Juice, Berkeley, CA 9/08-present  
Cashier/Customer Service

Duties include making smoothies, handling small and large cash transactions, opening and closing the store, light cleaning, and customer service as well as training new employees.

## **Activities**

Women's Pre-Law Organization, Development Chair, UC Berkeley, CA Spring 2009-present

Manage a budget of 3,000, organize fundraising events, attend weekly meetings, interact with alumna and campus liaisons to populate panels at bi-annual events.

Volunteer Tutor, Willard Middle School, Berkeley, CA Fall 2009  
Helped tutor middle school students in a variety of subjects. ◦

This list only tells the reader what Kristen did, but doesn't discuss the results of her efforts.

## **Skills**

Bilingual, Spanish  
Comfortable working with different types of people, excellent communicator  
Microsoft Word, Internet research

This description lacks detail. Employers can't read minds! Give them relevant details.

## **Interests**

Skiing, writing, cooking Thai and Greek food, traveling ◦

Interests sections are of little interest to most employers, especially when relevant experiences haven't been described fully.

Along with content, watch out for **formatting issues**. This resume has several inconsistencies: only the "Education" heading has a colon—delete it. There are return spaces underneath "Work Experience" and "Activities," but not under "Education," "Skills" or "Interests." Pick one style and be consistent. This will show that you are detail oriented.

# Resume And Letter Writing Guide 2012 2013

**William N. Kelly**



## **Resume And Letter Writing Guide 2012 2013:**

**Writing on the Job** John C. Brereton, Margaret A. Mansfield, 1997 Offers sample documents and stylistic advice for writing letters memos manuals minutes and resumes

**Marketing Your Value** Michael Edmondson, 2015-01-30 This book is an excellent read for college students recent graduates and mid career professionals as they navigate their careers and prepare for the next step towards their professional goals Pareena Lawrence PhD Provost and Dean of the College Professor of Economics Augustana College Rock Island Illinois In the tradition of What Color is Your Parachute and What Should I Do With My Life Marketing Your Value 9 Steps to Navigate Your Career is likely to be invaluable to anyone who is entering the job market considering a change of direction or advising those who are William Pannapacker PhD Professor of English Director of the Andrew W Mellon Foundation Scholars Program in the Arts and Humanities Faculty Director of the Great Lakes Colleges Association s Digital Liberal Arts Initiative Hope College Navigating the chaos in today s global marketing place including global unemployment and underemployment the digital revolution and technological advancements requires a sophisticated strategy that is built upon the paradigm that professional development is directly linked to personal growth To grow as a professional therefore one must increase their self awareness build a compelling brand and then communicate their message in a clear and consistent fashion This book explains how professionals can market their value to navigate their career and live a life of purpose Divided into three sections this publication offers you an opportunity to assess your personal and professional skills challenges you to create a compelling personal brand and helps you develop the communication materials necessary to navigate your career

2012-2013 College Admissions Data Sourcebook Northeast Edition , 000000 00, 2021-08-01

**CBSE Class 12 English Core Handbook - MINDMAPS, Solved Papers, Objective Question Bank & Practice Papers** Disha Experts, 2019-09-02

*Blueprint for a Job Center at Your Library* Bernice Kao, Megan Pittsley-Fox, 2013-12-16 This unique book covers the who what when where why and most important the HOW of creating a career center or jobseeker program in a public library Blueprint for a Job Center at Your Library provides a practical down to earth guide for library staff who wish to better meet one of their patrons most pressing needs The book covers everything from program planning for classes workshops and special events to career advising resources and facilities recruiting personnel funding outreach and promotion and program evaluation The authors share a plethora of tips and tricks that can be customized to enable even small public libraries to offer job search help Real life examples and case studies from across the United States show the blueprint in action Even those who already have a job center in their library will learn about forming resourceful partnerships gain new ideas for funding sources and discover innovative services they can provide easily and affordably

**What Color Is Your Parachute? Guide to Rethinking Resumes** Richard N. Bolles, 2014-05-06 The first resume book from the What Color Is Your Parachute career guru Richard Bolles Resumes get an average of eight seconds of attention before going in the trash or getting on the shortlist That s just one of the findings reported here as legendary

career expert Richard N Bolles presents new research about resumes in a guide that summarizes everything job hunters and career changers need to know about this essential tool This timely resource features the latest research on important resume topics such as key words soft skills scanning software social media and online posting Bolles argues that on the basis of what we now know we need to rethink what a resume is and how it should be written He details the words that must be avoided and the words that must be used on a resume that wins you interviews This slim volume distills a huge amount of information down to its very essence Armed with tips and shortcuts based on the author s decades of experience you can craft a resume and cover letter that will stand out to your dream employers and increase your chances of getting interviews and landing jobs

**The SAGE Guide to Writing in Corrections** Steven Hougland,Jennifer M. Allen,2019-12-02 As part of the SAGE Guide to Writing series The SAGE Guide to Writing in Corrections 1e by Steven Hougland and Jennifer Allen focuses on teaching students how to write in the academic setting while introducing them to a number of other professional writings specific to the correctional profession such as the pre sentence investigation report contact sheets court status reports incident reports rehabilitation and therapy Covering correctional institutions as well as community corrections the goal is to interweave professional and technical writing academic writing and information literacy with the result being a stronger more confident report writer and student in corrections This text will be a concise supplemental writing book in courses focused on writing in the criminal justice discipline report writing or in introductory corrections courses It is part of a series of books on this topic that will span criminal justice policing corrections and research methods [The Ferguson Guide to Resumes and Job Hunting Skills](#) Maurene J. Hinds,2005 Presents a guide to preparing a r sum and conducting a job search including information on looking beyond classified ads creating a r sum writing cover letters and interviewing for positions **Survey of Career Services Offices in Higher Education 11/2013** Primary Research Group,2013 This report looks closely at college offices of career services highlighting developments in budgets staffing use of student and alumni staff cooperation with other offices of the college use of social media trends in job fairs and much more The study provides useful benchmarking information on fundraising tracking of student outcomes student buy in employment workshops and workshop attendance internships career fairs job boards and number of jobs listed on job boards number of employers conducting on campus interviews and more Data is broke out for public and private colleges by general Carnegie Class enrollment tuition level and for colleges with one or more than one office of career services This 165 page study gives a broad and in depth look at how colleges are helping their students and alumni to advance their careers [How to Write an Impressive CV and Cover Letter](#) Tracey Whitmore,2017-12-21 Your CV cover letter and LinkedIn profile are your first communication with a prospective employer As the job market is more competitive than ever grabbing an employer s attention and making the right first impression has never been more important If you compromise on the quality of your CV cover letter and LinkedIn profile you reduce your chances of winning an interview This book which will appeal to anyone from entry level to board level is a

step by step guide on how to approach job hunting and achieve a killer competitive advantage by producing an impressive CV cover letter and LinkedIn profile Invaluable views and advice from senior HR and industry professionals who are often the first point of entry are provided throughout the book How to Write an Impressive CV and Cover Letter will support jobseekers through the entire job hunting process It offers access to practical real life examples of CVs and cover letters that have secured interviews and helped individuals win their dream job Readers will gain access to these documents together with valuable templates as part of the book

**World-wide workforce I** Sander Schroevers,2014-06-24 This first edition of World wide workforce provides you with a comprehensive analysis of recruiting practices for the countries Brazil Canada China Costa Rica Denmark France Germany Italy Mexico Panama Peru Russia South Africa South Korea Sweden the United Arab Emirates and the United Kingdom The comparative desk research the focus interviews with and online polling of HRM professionals showed us the competitive advantage of understanding how cultural factors can affect job search strategies Simply because domestic recruiting conventions often differ from those from elsewhere This book provides an easy to use reference for those aiming at a cross border career

*The Guide to Basic Cover Letter Writing* Public Library Association,Editors of VGM,2003-09-22 A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies

**Disha Combo (4 Books) 13 Years CBSE Class 12 Solved Physics, Chemistry, Biology & English Core Previous Year-wise Question Papers (2013 - 2025) 4th Edn | PYQs | 2026 CBSE Question Bank Class 12**, The latest updated 5th Edition of the books 13 Year CBSE Board Physics Chemistry Biology English Core Class 12 YEAR WISE Solved Papers 2013 2025 powered with Concept Notes is a must have book for aspirants who are looking for better score in CBSE exams The Books contain the Past 13 Years Authentic Solved papers of CBSE Board Class 12 including 1 set each of All India Delhi 2025 Exam In all the Books contain 25 Papers including the 2021 CBSE Sample Paper This paper has been included as this year the Board exams were cancelled The USP of the book is the inclusion of Concept Notes highlighting Tips Tricks Alternate solutions Points to Remember in various solutions The Notes will help the students in further revision of syllabus Trend Analysis of of last 6 Years is provided to understand Question trend Errorless Solutions with step by step marking scheme on the lines of CBSE Board and written in a way that any student can understand easily

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a must have book for aspirants who are looking for better score in CBSE exams The Books contain the Past 13 Years Authentic Solved papers of CBSE Board Class 12 including 1 set each of All India Delhi 2025 Exam In all the Books contain 25 Papers including the 2021 CBSE Sample Paper This paper has been included as this year the Board exams were cancelled The USP of the book is the inclusion of Concept Notes highlighting Tips Tricks Alternate solutions Points to Remember in various solutions The Notes will help the students in further revision of syllabus Trend Analysis of of last 6 Years is provided to understand Question trend Errorless Solutions with step by step marking scheme on the lines of CBSE Board and written in a way that any student can understand easily     The Best Value Colleges, 2019 Edition Princeton Review,Robert Franek,David Soto (Education manager),Stephen Koch (Author at Princeton Review (Firm)),Danielle Correa,2019 This book offers help finding best value colleges It includes our top value picks chosen based on 40 data points including academics cost of attendance financial aid and post grad salary figures It profiles 200 schools that offer fantastic value with insight into their career services offerings 7 Unique Ranking Lists the top 25 schools with the Best Alumni Network Best Career Placement Top Financial Aid and more The highest paying majors and great schools that offer them Valuable Career Information from PayScale com Starting and mid career salary information for graduates of each school Percentages of alumni who report having meaningful jobs and who majored in science technology engineering math STEM fields

**Pharmacy** William N. Kelly,2018-02-01 Now fully updated for its fourth edition Pharmacy What It Is and How It Works continues to provide a comprehensive review of all aspects of pharmacy from the various roles pathways and settings of pharmacists to information about how pharmacy works within the broader health care system Beginning with a brief historical perspective on the field the book discusses the many facets of the pharmacy profession It describes the role of pharmacists in different settings and provides information ranging from licensing requirements to working conditions highlighting the critical role of pharmacists within the health care system The author examines the drug use process with sections on distribution prescribing dispensing and pricing He also discusses the role of pharmacy support personnel A chapter on informatics explores how pharmacy has evolved through information technology and automation Additional chapters cover poison control pharmaceutical care pharmacy organizations the drug approval process and career development Designed for classroom and professional use the book contains numerous tools to facilitate comprehension including Learning objectives to help readers focus on the goals of each chapter Informative tables and figures summarizing data Summary paragraphs tying in salient points Discussion questions and exercises to test assimilation Challenges which place the material in broader context Websites and references to encourage further study This valuable text provides a look into the profession that is both broad and deep supplying a one stop introduction to a promising career in pharmacy

*Penguin Writers' Guides: How to Write Better Letters* Cherry Chappell,2006-05-04 The Penguin Writers Guides series provides authoritative succinct and easy to follow guidance on specific aspects of written English Whether you need to brush

up your skills or get to grips with something for the first time these invaluable Guides will help you find the best way to get your message across clearly and effectively A simple and practical guide How to Write Better Letters explains how to write a wide range of letters from invitations and letters of condolence to practical correspondence including complaints job applications letters of resignation and those trying to raise sponsorship Drawing on advice from a variety of experts and containing many authentic letters as examples this guide also details the appropriate title to give any correspondent outlines common mistakes in spelling and grammar and provides essential tips on matters such as setting the correct tone when writing emails

**The SAGE Guide to Writing in Criminal Justice** Steven Hougland, Jennifer M. Allen, 2019-02-26 The SAGE Guide to Writing in Criminal Justice provides students studying crime with a how to manual for effective writing in institutions of higher learning professional settings public and private agencies and beyond It is an easy accessible resource for anyone hoping to learn the nuts and bolts of writing for criminal justice audiences Christina Mancini Virginia Commonwealth University Wilder School of Government and Public Affairs The SAGE Guide to Writing in Criminal Justice equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Steven Hougland and Jennifer M Allen interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident report writer and student in criminal justice Students are also exposed to a number of best practices for academic and professional writing such as research papers resumes and cover letters and report writing The perfect companion for any introductory criminal justice course this brief text focuses on key topics that will benefit students in their classes and in the field

*Graduate Research* Robert V. Smith, Llewellyn D. Densmore, Edward F. Lerner, 2016-02-17 Graduate Research is an all in one resource for prospective and matriculated graduate students in the sciences The newly revised edition includes updates to every chapter Graduate Research covers a range of topics including writing and preparation of research proposals developing and refining teaching skills and ethics and compliance areas such as research involving human subjects and animals Graduate Research helps readers navigate the multidimensional and interdisciplinary world of scientific research and it is an invaluable resource for graduate researchers as well as those in advising or mentoring roles Discusses a broad range of topics including time management library and literature work and grant support Includes a new chapter on career planning and development with advice on careers in academia government and the private sector Contains chapters that promote the development of a varied set of communication skills Greatly expanded treatment of graduate study and research in international settings

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