



CAREER
PACKET

For information please contact:

Anthony L. Ferrara Career Services Center

Telephone: (612) 381-8227

Fax: (612) 374-4128

<http://www.dunwoody.edu/student/career.html>

Email: careerservices@dunwoody.edu

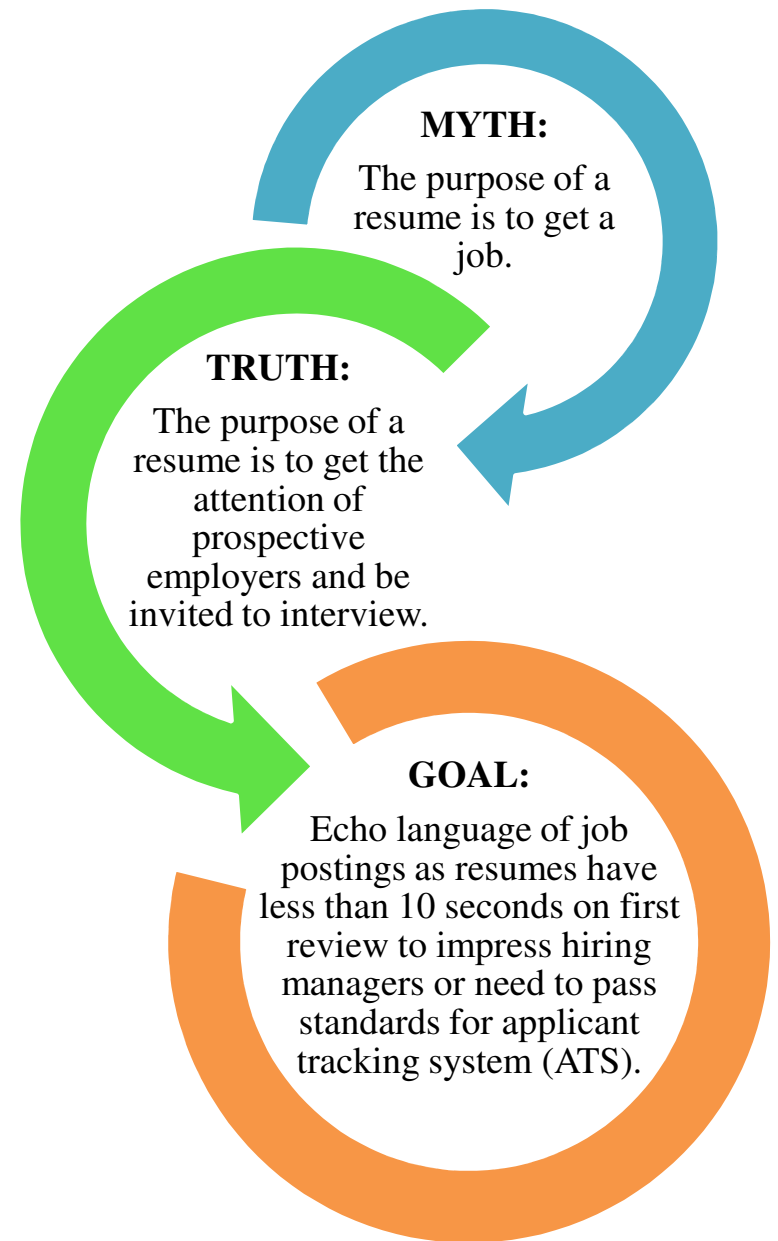
Edited by:

Jenny L. Saplis, Principal Instructor in Arts & Sciences

The purpose of this packet is to help guide students in the process of creating a resume.

Step 1 Gather Information: Gather all the information that you need for your resume:

1. Contact Information
 - a. Name
 - b. Address
 - c. Phone
 - d. Email
 - e. Web Address (optional/if applicable)
2. Education (Create this list for each college or university)
 - a. Title of degree or program and concentration
 - b. Month/year of completion
 - c. Location: Name and city/state of institution
 - d. Other: GPA, attendance, awards, scholarships, other involvement
3. Licensures & Certifications (if applicable)
 - a. Name of license or certification
 - b. Year received (length if applicable)
 - c. Granting agency
4. Work Experience: (Create this list for each job)
 - a. Title of job
 - b. Place of employment
 - c. Month/year of employment
 - d. Location: Name and city/state of employer
 - e. List of Job Duties
5. Skills
 - a. List skills specific to your Industry and the Job you are applying for.
 - i. Computer Software and Hardware you know
 - ii. Machines you operate
 - b. Talk with someone from your Industry or a Technical Instructor to help you determine what skills employers are looking for.
6. Awards/Affiliations
 - a. Create a list of any awards, professional affiliations, and volunteer work



Step 2 Resume Organization: Choose one of the following ways to organize a resume based on your personal circumstances and the job you are applying for:

- I. An **Entry-Level Chronological Resume** is the most common and preferred kind of resume for graduating students. Information is listed from most recent to oldest and has a focus on educational achievements. This is the typical hierarchy of an entry-level chronological resume:
 - a. Contact Information
 - b. Objective (optional)
 - c. Education
 - d. Work Experience
 - e. Skills
 - f. Awards/Affiliations
- II. After several years in the field, a **Regular Chronological Resume** is appropriate. A career summary would be added and the professional experience would be the focus. This is the typical hierarchy of a regular chronological resume:
 - a. Contact Information
 - b. Career Summary
 - c. Work Experience
 - d. Education
 - e. Skills
 - f. Awards/Affiliations
- III. **Skills Resumes** are written to focus on specific skill sets over education or work experience. Typically used for certain industries or when a candidate lacks a strong work experience section. This is the typical hierarchy of an skills resume:
 - a. Contact Information
 - b. Career Summary (optional)
 - c. Skills
 - d. Work Experience
 - e. Education
 - f. Awards/Affiliations

Step 3 Writing: After you have gathered all your information, it is time to start writing your resume and putting it together. Choose a resume type, read through the “Best Practices for Resume Writing” on page 8, open a blank document, and begin. A few samples have been included to help you get started.

Tommy T. Tone

#4 Billboard-Hits Avenue
Minneapolis, MN 55403
(555) 867-5309
tommytone@yahoo.com

EDUCATION

Associate of Applied Science in Automotive Service Technology

May 2014

Dunwoody College of Technology in Minneapolis, MN

- GPA 3.9
- Dunwoody Motorsports Club

2013-2014

ADDITIONAL TRAINING

Advanced Individual Wheeled Vehicle Training

2010-2011

United States Army

WORK EXPERIENCE

Lube Technician

2012-Present

Quick Oil Lube in St. Paul, MN

- Process work orders for quick lube orders
- Resolve problems with customers
- Perform 12 point inspections on all vehicles
- Communicate recommendations to customers for products and services
- Ensure proper performance of vehicles
- Conduct inventory checks and make purchase orders
- Hire and train new personnel to work as technicians
- Manage a team of six technicians during shifts

Wheeled Vehicle Mechanic

2011-2012

United States Army

- Maintained wheeled vehicles and their associated trailers and material handling equipment systems
- Inspected and serviced wheeled vehicles and material handling equipment systems, subsystems and components
- Performed wheeled vehicle recovery operations

SKILLS & ABILITIES

- Microsoft Office Suite 2010
- Brake Resurfacing
- Engine oils
- Auto repair manual software
- Valid Driver's License
- Hand and specialty tools

Sandy D. O'Connor

1st Supreme Court Woman Drive
Coon Rapids, MN 55443
(551) 981-2006
SandraD@Supreme.gov

EDUCATION

Bachelor of Science in Applied Management

Dunwoody College of Technology in Minneapolis, MN

- GPA 4
- Kate's Club

May 2014

Associate of Applied Science in Electrical Construction & Maintenance

Dunwoody College of Technology in Minneapolis, MN

- GPA 4
- Phi Theta Kappa Honor Society (PTK)

2013-Present

May 2012

2013

SKILLS & ABILITIES

- *Electrical Systems & Controls*
- *Installations & Maintenance*
- *Electromechanical Repairs*
- *Testing Instruments*
- *Blueprints & Schematics*
- *Generators & Transformers*
- *Electrical Code*
- *Motors & Conduit*
- *Switches & Circuit Breakers*
- *Safety & QA*
- *Wiring Diagrams*
- *Microsoft Word 2010*

WORK EXPERIENCE

Electrician / Field Intern

M. A. Mortenson Company in Minneapolis, MN

- Communicate with construction team to develop blueprint of electrical wiring for new construction sites
- Install wiring and electrical appliances for new construction sites

2012-Present

ENTRY-LEVEL CHRONOLOGICAL RESUME -- CERTIFICATE PROGRAM

1945 WWII Street
Roseville, MN 55109
(555) 310-0000
Rosietriveter@wecandoit.com

Rosie T. Riveter

EDUCATION

Welding Technology Certificate

May 2014

Dunwoody College of Technology in Minneapolis, MN

- GPA 3.75
- Kate's Club
- Gold Attendance Award for Perfect Attendance

2012-Present
2013

SKILLS & ABILITIES

- Cutting Processes
- Oxy-Fuel Gas Cutting
- Shielded Metal Arc
- GMAW (Gas Metal Arc) or (Metal inert gas) MIG
- (GWTA) Gas Tungsten Arc or TIG (Tungsten insert gas)
- Flux-Core Arc
- Drill Press
- Microsoft Word 2010
- Blue Print Reading

WORK EXPERIENCE

Welder / Fabricator Intern

2014-Present

Sign Innovations in Maple Grove, MN

- Read blue prints and follow design specs
- Fabricate the structure of signs
- Weld all necessary materials for signs
- Hook up necessary electrical components to light signs
- Communicate with customers to ensure quality was achieved
- Work with a team of welders to accomplish tasks

PROFESSIONAL AFFILIATIONS

American Welding Society

2014-Present

Frank L. Right

1937 Taliesin W. Road
Scottsdale, Arizona 85250
(551) 867-1959
FrankLwright@cantbewrong.com

EDUCATION

Bachelor of Science in Interior Design

May 2014

Dunwoody College of Technology in Minneapolis, MN

- GPA 3.75
- Dean's Lists
- Gold Attendance Award for Perfect Attendance
- Interior Design Student Society (IDSS)

2012-Present
2014
2011-Present

SKILLS

-
- | | | |
|---|---|--|
| <ul style="list-style-type: none">• Revit• AutoCAD 2009-2011• Microsoft Office 2010• Valid Driver's License• Vector Works | <ul style="list-style-type: none">• Adobe Photoshop• Adobe In Design• Hand Rendering• Color Theory• Fluent in Spanish | <ul style="list-style-type: none">• Adobe Illustrator• Google Sketch Up• Hand Sketching• Google Documents• Adobe Dreamweaver |
|---|---|--|

WORK EXPERIENCE

Interior Design / Marketing Intern

July 2013-Present

Ethan Allen Global Inc. in Maple Grove, MN

- Create home furnishing design solutions with Ethan Allen products
- Communicate with customers to establish rapport and obtain in-home consultations
- Evaluate the customer's needs and provide total individualized design solutions
- Design and create projects using technical and creative skills in color and space planning
- Utilize corporate systems and technology to maximize efficiency
- Enter and monitor orders utilizing the retail point of sale system
- Coordinate with the team to provide exceptional service to customers
- Educate customers on all the Ethan Allen sponsored finance options available to them

Mary L. Retton

#5 Olympic Medalist Road
St. Paul, MN 55108
(555) 111-Gold
marylretton@gmail.com

CAREER SUMMARY

Over four years' experience as a radiology technician in the 20-member team Imaging Center at the University of Minnesota, part of the Fairview Health System.

PROFESSIONAL HISTORY

Radiologic Technologist

2011-Present

University of Minnesota, Fairview Hospital in Minneapolis, MN

- Complete diagnostic radiographic procedures in the radiology department of a 500-bed teaching hospital
- Perform ultrasounds, MRIs, CT scans, X-ray imaging, portable radiography and fluoroscopic procedures
- Serve a diverse caseload including newborns, infants, children, adolescents, adults and geriatric patients
- Interpret data and provide recommendations for optimal patient care
- Manage 12 to 15 procedures per shift, while maintaining high quality of care

EDUCATION

Associate of Applied Science Degree in Radiology Technology

June 2010

Dunwoody College of Technology in Minneapolis, MN

- GPA of 3.93
- Dean's List
- Phi Theta Kappa Honor Society (PTK)

2009

Fall 2009

SKILLS

- | | | | |
|--------------------------------------|----------------------|--------------------------|------------------------|
| • Microsoft Office Suite 2010 | • RMS Entry | • Fluoroscopy Procedures | • Radiation Protection |
| • Magnetic Resonance Imaging (MRI) | • IDX Carecast Entry | • Ultrasounds | • Film Evaluation |
| • Computerized Tomography (CT) Scans | • TDS Order Entry | • X-Rays | • Diagnostic Imaging |

Neil P. Harris

10 Doogie Howser Blvd. Lakeville, MN 55441 (555) 555-5555 Neilp@md.com

SKILLS

Languages:

- Microsoft C#®,
- APS
- NET

- PHP
- CSS
- Flash
- Java

Software:

- Microsoft SQL Server
- ColdFusion
- MySQL

- Apple OS X
- Microsoft Windows XP-8
- Microsoft Office 2010
- Linux OS

WORK HISTORY

IT Helpdesk Technician

Sept. 2013-Present

Dunwoody College of Technology in Minneapolis MN

- Provide computer help desk support and technical training on hardware/software to end users
- Document help desk tickets/resolutions
- Perform set-up, break-down, and transport of equipment on an as-needed basis

EDUCATION

Associate of Applied Science in Computer Networking Systems

May 2014

Dunwoody College of Technology in Minneapolis, MN

- SkillsUSA

2013-Present

General Education Courses

Anoka Ramsey Community College in Coon Rapids, MN

2012

CERTIFICATIONS

- Cisco Certified Networking Associate (CCNA) Certificate
- A+ Certification
- CompTIA Network+ Certification

2013

2013

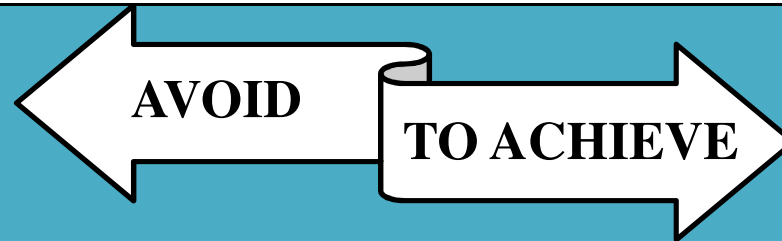
2013

PROFESSIONAL AFFILIATIONS

- Association of IT Professionals (AITP)

2014

BEST PRACTICES FOR RESUME WRITING



FORMAT	<ul style="list-style-type: none"> • sentences & paragraphs • a lack of distinction & too much white space • Microsoft Word Templates • exceeding 1 page in length • poorly written objective statements if attempted • including references • submitting as a Microsoft Word document • potentially bias-invoking personal information • including photos, hobbies, & salary information 	<ul style="list-style-type: none"> • Use a bulleted lists of words and phrases • Use a variety of formatting options, tabs, & tables • Utilize an interesting but functional format • Choose content wisely based on relevancy for each job posting • Utilize a career summary after several years in professional field • Prepare a separate references page in case requested • Send in PDF or RTF universal formats • Include professional affiliations • Do not be afraid to include color
LANGUAGE	<ul style="list-style-type: none"> • slang and informal terms • acronyms & abbreviations • spelling & grammatical errors • writing in the first person (I, me, my) • subjective language (“mastery” or “proficient”) • obvious statements: “references available upon request” or “salary negotiable” 	<ul style="list-style-type: none"> • Utilize proper terms and nouns & capitalize properly • Echo language of job posting without copying segments • Produce clean and professional copy • Write in the third person point of view • Weed out subjectivity and fibs. Stick to “just the facts.” • Save precious space for information not already known or for a more interesting format
EMAIL	<ul style="list-style-type: none"> • Dunwoody or non-professional email 	<ul style="list-style-type: none"> • Give professional email address with name & number combination
EDUCATION	<ul style="list-style-type: none"> • listing High School • including negative information (low GPA) • listing specific courses 	<ul style="list-style-type: none"> • List college(s) if successfully completed a term or degree • Use exact name of degree, program, and college/university • Include licensure & certification sections if applicable
EXPERIENCE	<ul style="list-style-type: none"> • passive terms to explain job duties: “responsible for” or “experience in” • including short-term jobs (unless temp service) • repeating responsibilities or skills 	<ul style="list-style-type: none"> • Detail job responsibilities starting with strong action verbs but keep to 1 line length apiece • List in reverse chronological order but relevancy trumps time • Detail transferable skills: communication, leadership, etc.
SKILLS	<ul style="list-style-type: none"> • cliché statements: “problem solving,” “team player,” “detail oriented,” etc. 	<ul style="list-style-type: none"> • Detail how you have demonstrated professional skills in the work experience area as job responsibilities or in cover letter