

# PREPARING FOR YOUR FUTURE

**Presented By:**  
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**SHPE GSFV Past President**



# RESUMES

CONTACT INFORMATION

EDUCATION

MILITARY EXPERIENCE

EMPLOYMENT GOALS OR JOB OBJECTIVE

SUMMARY OF QUALIFICATIONS

WORK EXPERIENCE OR WORK HISTORY

SPECIAL SKILLS AND ABILITIES

REFERENCES

# EXAMPLE #1

## REQUIRED INFORMATION

First Name, Middle Initial, Last Name			
Street Address, Apt. No.			
City, State, Zip Code			
Area Code/Telephone Number			
<b>Employment Objective</b>			
Tell the employer the specific position you are interested in.			
<b>Summary of Qualifications</b>			
A brief summary of your best selling points			
<b>Work History</b>			
Company Name	City, State	Dates of employment	
Your Job Title			
Describe your duties, skills, responsibilities:			
<ul style="list-style-type: none"><li>• State your major accomplishments, achievements, skill area.</li><li>• Start each with an action verb; try to keep each to 1-2 lines.</li><li>• Use an asterisk (*), dash (-), or bullet (•) to draw attention to each statement.</li><li>• Give specific results to show your qualifications.</li><li>• List your most important accomplishments first.</li></ul>			
(Use the above format for additional employers. Start with your most recent job and work backward. Give the most space to more recent and more relevant work.)			
<b>Education</b>			
School	City, State	Degree	Dates attended
<b>Military (Optional)</b>			
Branch, rank	Type of discharge (optional)		Dates served
<b>Special Skills and Abilities</b>			
Interests, hobbies, foreign languages, clubs, etc.			
<b>References</b>			
Available upon request.			

## SAMPLE

Tammy P. Farrell			
1234 Major Street			
Stevens Point, Wisconsin 54481			
715/555-4444			
<b>Employment Objective</b>			
Seeking a position as a retail sales clerk.			
<b>Summary of Qualifications</b>			
Five years successful experience in direct retail sales.			
Excellent communication skills; sincere commitment to providing quality customer service.			
<b>Work History</b>			
ShopWell	Stevens Point, Wisconsin	2001-present	
Sales Associate			
Assisted customers with item selection, operated computerized cash register, balanced cash register daily, monitored inventory and stocked shelves.			
<ul style="list-style-type: none"><li>• Set new monthly sales record, surpassing all sales associates for any given month in company history.</li><li>• Accurately balanced cash register daily. Never was short.</li><li>• Maintained detailed paperwork for inventory control. Operated automated inventory equipment.</li><li>• Handled customer problems with patience and sensitivity.</li><li>• Promoted to sales associate lead worker after one year. Trained new associates.</li></ul>			
PickRite	Rosholt, Wisconsin	1999-2001	
Sales Clerk			
Operated computerized cash register and automated scanning equipment for the local branch of a large department store chain.			
<ul style="list-style-type: none"><li>• Worked cash register and scanning equipment in all departments.</li><li>• Conducted inventories. Reconciled counts against inventory control systems.</li><li>• Entered data into computer for special orders.</li><li>• Received customer service and inventory control training.</li><li>• Trained two new sales clerks.</li></ul>			
Rosholt Senior High School	Rosholt, Wisconsin	Diploma	1996 graduate
<b>Education</b>			
<b>Military</b>			
US Army	Honorable Discharge		1996-1999
<b>Special Skills and Abilities</b>			
Able to speak, read and write Spanish			
<b>References</b>			
Available upon request.			

# EXAMPLE #2

## REQUIRED INFORMATION

First Name, Middle Initial, Last Name  
Street Address, Apt. No.  
City, State, Zip Code  
Area Code/Telephone Number

### Employment Objective

Tell the employer the specific position you are interested in.

### Prior Experience

Major skill areas or functions (list 3-5)

- bulleted skills, successes or accomplishments
- short phrases that start with verbs
- result-oriented statements

(Use the above format for additional skill areas or functions.)

### Work History

Company Name                      City, State                      Dates of employment

Job Title

(Use the above format for additional skill areas or functions.)

### Education

Degree                      School                      City, State                      Dates attended

### Military (Optional)

Branch, rank                      Type of discharge (optional)                      Dates served

### Special Skills and Abilities

Interests, hobbies, foreign languages, clubs, etc.

### References

Available upon request.

## EXAMPLE

Tammy P. Farrell  
1234 Major Street  
Stevens Point, Wisconsin 54481  
715/555-4444

### Employment Objective

Retail salesperson

### Prior Experience

#### Sales

- Set new monthly sales record, surpassing all sales associates for any given month in company history.
- Worked cash register and scanning equipment in all departments.
- Set-up advertising signs and displays to increase sales.

#### Customer Service

- Handled customer problems with patience and sensitivity.
- Greeted customers and assisted them with item selection.
- Answered customers' telephone and in-person inquiries.

#### Record Keeping

- Conducted inventories. Reconciled counts against inventory control systems.
- Entered data into computer for special orders.
- Kept layaway records current.

### Work History

ShopWell                      Stevens Point, Wisconsin                      2001-present  
Sales Associate

PickRite                      Rosholt, Wisconsin                      1999-2001  
Sales Clerk

### Education

Diploma                      Rosholt HS                      Rosholt, Wisconsin                      1996 graduate

### Military

US Army                      Honorable Discharge                      1996-1999

### Special Skills and Abilities

Able to speak, read and write Spanish

### References

Available upon request.

# TYPES OF RESUMES

## EXAMPLE



**TECHNICAL EXPERT**

- Visual Basic
- C/C++
- Java
- FORTRAN
- XML
- ASP
- C++/Python
- PHP
- VBScript
- MS Access
- MS PowerPoint
- MS Word
- MS Excel

**SEVANNAH VARNER**

970 N. Wilson St. • Lansing, MI 48902 • 517.433.0792  
sevan@sevanet.com

**ENTRY-LEVEL SYSTEMS ADMINISTRATION**

Seeking a position as an Entry-Level Systems Administrator with experience and training in Unix, HP-UX and IBM AIX systems server (OS). Excellent aptitude for research and very demonstrated skills in computer with both technical and non-technical areas. Focus on the type of position and things that:

**EDUCATION & CERTIFICATIONS**

BA-Computer Information Systems (Planning and Administration) **MSU**  
Michigan State University, Lansing, MI-48906  
Major: "On Campus Great Success"

(1)  
Continued:  
-Microsoft Certified Professional (MCP)  
-Microsoft Certified Systems Administrator (MCSA)

**PROFESSIONAL EXPERIENCE**

Internship: Michigan, MI (2008 to Present)  
**Assistant Manager**  
Worked full time while in college for time as an Assistant Manager. Worked on every shift as floor preparation, development maintenance, retail customer support and customer service. Supervised all staff on station and building. Took groups and customer business orders when needed.

- Assisted floor customer service by regional supervisor that is customer friendly.
- Got first work by creating a document that would assist customer business and help shopping.
- Assisted a 3-4 GPA class working for one and exceeded a staff of 5.

Customer: Michigan, MI (2008 to 2009)  
**Internship**  
Worked in machine floor and off state and provide quality customer service. Made advancement to be accurate through shopping, customer service and customer selection. Assisted floor supervisor for daily sales order.

- Assisted customer and the floor supervisor to make customers a better customer experience.

Service: Michigan, MI (2009 to 2010)  
**Internship**  
Provided quality service and ready floor to customer service. Took customer orders, prepared drinks and assisted payment. Customer service and sales, served customer customers, set up and helped floor. Offered daily items, suggestions and service.

- Provided new items and suggested customer needs.

## EXAMPLE

**CURRENT VITAE - Sr. Engineer (CivE)**

Name: Abdul Latheef K.	Age: 37
Nationality: India	Sex: Male
Working in: UAE	Marital Status: Married
Visa status: Employment Visa (Up to 5/2011)	Religion: Muslim
Position applied: Sr. Engineer (CivE)	E-MAIL: <a href="mailto:abdul@abdul.com">abdul@abdul.com</a>



**CONTACT DETAILS**

E-mail: [abdul@abdul.com](mailto:abdul@abdul.com)  
Mobile: +971-55-1888811 / 991177888

**OBJECTIVE**

Seeking a challenging career opportunity in a reputed company where I can harness my technical skills, work experience and creative thinking to making significant contribution to the growth and development of the company and thereby develop myself.

**CAREER PROFILE**

I am a graduate in Civil Engineering and possess excellent professional experience in supervisory and inspection of site works ensuring quality of works for high rise residential and commercial projects in UAE as well as India where the capacity of Worker to the confidence to lead a team and be personally to pass on skills and experience to junior staff. Have experienced in the preparation of daily works schedules, assignments of resources such as men, materials, etc., coordination with sub-contractors for a smooth flow of works. Also got a good exposure to Quantity Surveying such as quantity take off, evaluation of payment certificates, production and preparation of claims on variations and extension of time, etc. My experience includes coordinating with architects, consultants, contractors and sub-contractors and other specialized consultants for finalizing site works related issues.

**PROFESSIONAL EXPERIENCE**

Company	Total UAE Experience	AE Years
Company: Arabian Consulting Architects & Engineers (CivE), UAE (AE years)		
Period: Mar 2008 - Present		
Designation: Sr. Engineer (CivE)		
Major Projects:	<ul style="list-style-type: none"> <li>1. LUXURY Towers (R+D) Residential/Commercial Building, Dubai, UAE (AE Area 150000), Project Value: AED 150M</li> <li>2. Global Bay View (R+D) Residential/Commercial Building, Dubai, UAE, AE Area 80000, Project Value: AED 50M</li> </ul>	
Job Description:	<ul style="list-style-type: none"> <li>Site inspection for civil works, which includes structural &amp; finishing works and ensure that the work is as per the Project Specifications and issued by construction drawings final approved drawings from authorities.</li> <li>Ensure that all the work meets the stipulated quality standards.</li> <li>Issuing the instructions/quality instructions of site.</li> </ul>	

# COVER LETTER

## REQUIRED INFORMATION

Your Current Street Address  
City, State, Zip Code  
Telephone Number  
Today's Date

**TWO LINES OF SPACE**

Name of Individual  
Official Title  
Name of Company  
Mailing Address  
City, State, Zip Code

**ONE LINE OF SPACE**

Dear Mr./Ms.:

**ONE LINE OF SPACE**

### Paragraph 1 - The Opening/Your Introduction

1. Give your reason for writing the letter.
2. Tell the employer the position in which you are interested.
3. Tell where you found out about the job opening.

**ONE LINE OF SPACE**

### Paragraph 2 - The Body/Your Hook

1. This is 1-2 paragraphs that tell the employer why you are qualified to do the job.
2. Include information about your education, work experience, job-related skills, accomplishments, personality, availability, etc., that relates to the employer's needs and the position for which you are applying.
3. Keep this section brief; give only the highlights of qualifications.

**ONE LINE OF SPACE**

### Paragraph 3 - The Closing

1. Tell the employer you are interested in interviewing for the available position.
2. Thank the employer for considering you for the position.

**ONE LINE OF SPACE**

Sincerely,

**THREE LINES OF SPACE**

Your signature in ink  
Your name typed

## EXAMPLE

1234 Major Street  
Stevens Point, WI 54481  
715/555-4444

January 5, 2002

Ms. Judy David  
Store Manager  
Michael's on the Mall  
5678 Minor Street  
Stevens Point, WI 54481

Dear Ms. David:

The position you listed on JobNet at your store in Stevens Point for an experienced Retail Salesperson is one I am very interested in and for which I am very well qualified.

For the past three years I have worked as a salesperson in retail stores in the area. I have operated computerized cash registers and automated inventory control systems. I bring experience in stocking shelves, reconciling inventory levels, marking merchandise, balancing cash registers and handling customer comments and requests.

I enjoy providing friendly service to customers. My store manager once told me that my desire to help customers kept them coming back. During one month, my sales totals set a company record.

I have enclosed my resume for your review. I am very interested in the position you have available and look forward to meeting with you to further discuss my set of qualifications.

Sincerely,

Tammy Farrell  
Enclosure

## TYPICAL INTERVIEW QUESTIONS

- 1) How has your education, acquired specialized skills and work experience prepared you for the job?
- 2) You believe that you have performed a test correctly but your supervisor tells you to do the exact same test over again. You do it once more and give the results to your supervisor. He (she) looks at your data and then tells you to do it a third time. What do you do?
- 3) I am aware of your strengths can you tell me a weakness you have?
- 4) Give us an example of a conflict that you had with a co-worker or supervisor and how you resolved it?
- 5) What computer programs are you familiar with?
- 6) Is there anything you would like to add or is there something we failed to ask you in which you would like to address?



# THANK YOU LETTER

## REQUIRED INFORMATION

**Contact Information:** *(Your contact information)*

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address

**Date****Contact Information:** *(The person you are writing to)*

Name  
Title  
Company  
Address  
City, State, Zip Code

**Greeting:**

Dear Mr./Ms. Last Name:

**Body of Thank You Letter:**

When writing a thank you letter, keep your letter simple and focused. Single space your letter and leave a space between each paragraph. Left justify your thank you letter. Use a plain font like Arial, Times New Roman, or Verdana. Select a font size of 10 or 12 points.

The first paragraph of your letter should thank the hiring manager for taking the time to interview you.

The second paragraph of your thank you letter should include the reasons why you are a strong candidate for the position. List specific skills that relate to the job you interviewed for.

If there is information about your qualifications that you wish you had mentioned during the interview, but didn't get a chance to discuss, use the next paragraph to explain.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the hiring manager know you are looking forward to hearing from him or her soon.

**Closing:**

Best Regards,

**Signature:**

Handwritten Signature *(for a mailed letter)*  
Typed Signature

## EXAMPLE

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

**Date**

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

I very much enjoyed speaking with you about the opportunity to work with your company in the role of sales executive. My experience in sales and management seem to be a good match for the position you described. The organization of your sales teams is forward thinking, and I believe, one where I could contribute a great deal.

I bring with me to the position an extensive knowledge of the market, and strong communications skills. In addition, my ability to motivate my team while working within our budget will provide your company with an edge over others in the market.

My presentation skills allow me to communicate effectively with directors, as well as keep my team up to date on our progress. During my interview, I neglected to mention the series of classes I took in public speaking at the local University. It was very interesting, and provided me with the confidence I possess now while organizing and presenting a project.

Thank you for taking the time to speak with me. If you have any additional questions, please feel free to contact me. I look forward to hearing from you about this position.

Best Regards,

Signature *(hard copy letter)*

Your Name



# QUESTIONS



# THE END

THANK YOU FOR  
ATTENDING THIS EVENT.

BROUGHT TO YOU IN PART  
BY THE SOCIETY OF  
HISPANIC PROFESSIONAL  
ENGINEERS, GREATER SAN  
FERNANDO VALLEY  
PROFESSIONAL CHAPTER

