

THE

EMPLOYMENT

GUIDEBOOK

From Portfolio To Success

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Introduction

Starting your career can be a nerve wracking experience. After all, how do you even begin to get the job you've spent so much time studying for in school? The conflicting pool of answers out there on the web can throw you off and leave you with more questions than solutions.

We created this eBook, with your success in mind, as a guide to get you closer to your dream job. Inside you will find some helpful tips on portfolio building, resume construction and interview preparation. Grab a pen and notebook or scrap paper and let's dive in!



BUILDING
YOUR
PORTFOLIO



Material Gathering

The journey towards your dream jobs starts with gathering all of the relevant materials you will need for your resume and portfolio. Here is everything you need to gather before you begin writing.

Previous resumes:

How do you even start putting a resume together? Here are a few tips you might consider before you start. Dig out any old copies of your resume. Highlight any pertinent information that you think you might want to carry forward into your current resume. Old resumes can be an amazing source of information for company names, reference names, duties, and dates.

Personal hobbies & interests:

What do you like to do on your own time? How long have you been doing it? How does it make you feel? These are all pertinent questions to determine how your hobbies and interests can transfer to skills in a job.

Certifications:

Do you have any certifications? It does not matter if they are current, gather them, and compile them so that you can see what you have done in the past. From that information, you can consider what you might want to do moving forward. Some certifications are renewable like CPR and others are a onetime thing. These should be listed in the transferable skills section of your list.

Awards:

Go all the way back to high school or even further! Assemble those awards. It is amazing how much of your life you have forgotten about and these awards can remind you of things you can now use in your job search.

Government paperwork:

Oh, government paperwork, isn't it grand? What documents do you need to work- visas, sponsor letters, medical certifications, etc.? All of this information will help you determine what kind of work you are able to do.

References:

References can sometimes be the deciding factor in whether or not you get a job. Think hard about this one and select individuals who will give you an amazing reference. Not just a great one, an amazing one. Talk with them and see what they have to say about you. Let them know what kind of jobs you want and how you are qualified to hold those positions. Make sure that you have current contact information for each person you select, phone numbers, email, etc. Employers traditionally seek out three separate references. Compile a list of your chosen contacts.

Educational Paperwork:

You will need educational paperwork. It's not enough to just say you have a bachelor's degree – you have to prove it. Get your diploma or degree certificate in order. If you can't find it, call the school and ask for copies. It is likely that you will have to pay for them but it is very important to be able to provide documents that you are educated the way you proclaim to be.

High school records are equally important. If you say you have a Senior Matriculation (Grade 12), then you may be asked to prove it. Don't say you have it when you do not.

Language proficiency: Start with your native language and then proceed with additional languages that you know. Be honest about your ability and levels of competence in all areas: reading, writing, comprehension, and verbal skills.

Volunteer Information:

Not all skills are achieved from a paying job. Volunteer work can be equally valuable in acquiring those marketable skills. Be sure to compile all the pertinent information and be prepared to sift through it to choose the most valuable pieces.

Here is a sample list of the questions to answer:

- Where did you work?
- When did you work there?
- How long were you at that volunteer position?
- What did you do there?
- Why did you do it. What was the reward?

Construction

The fun part!

After you have compiled all these papers together, it is time to sort through them to decide which to use and which to discard. A few simple tips can help you with this daunting task:

Here is how you want to organize your materials:

1. Previous resumes – sorted by date – newest on top.
2. Educational paperwork – sorted by institution, then by date.
3. Certifications – sorted by category.
4. Awards – sorted by category.
5. Volunteer information – sorted by relevance.
6. References – sorted by date.

Outlining

Ok, first things first:

1. Go get some highlighters, multiple colors recommended, because it's time to sift through that huge pile of information you just sorted.
2. Highlight job titles and dates, names and places, skills that are relevant to the job search that you are currently pursuing.
3. Don't worry too much about how messy it gets, you can clean that up later.
4. Wrangle your way through those old resumes and reference lists.
5. Keep a notebook nearby to write down any inspirational thoughts that this trip down memory lane might trigger.

If this is your first resume, you can skip to the next step and organize your education documents.

Production

Tired yet? Well, pour another coffee because we are just getting started. You're ready to head to production.

Purchase a nice three-ring binder and a couple of packages of plastic sleeves. The sleeves will allow you to take the documents out for photocopying and protect them as well. It also eliminates the need to punch holes in the documents.

Your current resume is very important. Here are a few questions to consider:

1. *Who's going to type it?*

Do you have the typing skills to handle such a task?

If not, get help. Consider having it professionally created. Research companies that provide such a service. Some will charge you a fee but there are many community resources that will do it at no cost.

2. *Who's going to edit/format it?*

Do you have the skills to edit/format it?

If not, consider having it professionally edited

3. *Will it be printed?*

How many copies will you need?

What kind of paper will you print it on?

What will the cost be?

4. *Will it be delivered electronically?*

Although You need a few paper copies on hand at all times. Mostly your resumes will be posted electronically. If it is delivered electronically, you need to consider what formats will it be available in. PDF, Jpg, Docx, etc.

5. *What sites will it be posted on?*

Job sites

Linkedin

Facebook

Other social media locations

I know, I know, it seems like a huge endeavor and it is. The more time you spend gathering information and researching the options, the faster and sooner your resume will be ready. The sooner your resume is ready, the sooner the job search can begin.

Functional Resume Format

Joe Jobscan

Seattle, WA | (206) 555-5555

joe-jobscan@example.com | linkedin.com/in/joe-jobscan-123

Skills Summary

A few sentences or bullet points listing off the most relevant hard skills and soft skills related to the position for which you're applying.

Professional Accomplishments

Major Skill 1 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects or situations that utilized this skill
- Measureable results and accomplishments that back up your ability

Major Skill 2 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects, measureable results, and accomplishments

Major Skill 3 (Example: Management)

- More detail of the skill and how it relates to the job application
 - Examples of projects, measureable results, and accomplishments
-

Work History

Position 1, Company, Date Started - Date Ended

Position 2, Company, Date Started - Date Ended

Position 3, Company, Date Started - Date Ended

Education

Degree, School, Years

Poor Resume Format

DANIEL MICHENER

631 Bedford St., New York, NY, 10032
(212) 445-8842, daniel.michener@hotmail.com

SUMMARY OF QUALIFICATIONS

Ambitious finance professional with strong track-record of delivering top performance. Possess large spectrum of experience in financial markets, corporate finance, and treasury finance. Successfully wrote all three CFA (Level I, II, and III) exams. Can undertake difficult mandates and meet tight deadlines. Personal qualities include: rigorous, positive, good problem-solver, autonomous, persistent, adaptable, and driven. Other skills include:

- Financial Stmt & Ratio Analysis
- Complex Financial, Operational, & Quantitative Modeling
- Measurement of Productivity & Processes
- Investor Relations
- Securities Trading
- Debt & Equity Financing
- Economic, Financial, & Technical Indicators
- Technical Analysis
- Treasury Operations
- Creation of Templates & Procedures
- MS Office (**Excel Expert**)
- SAP, AccPac
- Basic Programming (VBA, Java, C++)
- **CFA Curriculum:**
 - Asset Valuation
 - Equity & Debt Investments
 - Indexes & Derivatives
 - Alternative Investments
 - Risk Management
 - Portfolio Management
 - Performance Evaluation, Attribution, & Presentation
 - Quantitative Methods & Statistics
 - Micro & Macroeconomics

RECOGNITIONS FROM EMPLOYERS

Honorable Mention for Recognized Contribution [2001] – Alliance Network Ltd.

WORK EXPERIENCE

AURORA PHARMACEUTICAL INC., Financial Analyst, New York, NY [2004 – Present]

- Develop management tools to measure and analyze financial and operational information (e.g. financial ratios, key performance indicators, sales forecasting platform, integrated budget model, product pricing, and management reports).
- Develop and manage complex excel-based financial models.
- Automate processes to improve rigor and speed in the processing of critical information.

ALLIANCE NETWORK LTD., Financial Analyst (Reported Directly to the CFO), New York, NY [2000 – 2004]

Worked Closely with the CFO on Financing

- Analyzed company's financing needs and worked with management to raise capital.
- Analyzed market share and data on competitors.
- Analyzed the impact of debt and equity financing on capital and ownership structures.
- Prepared presentations on PowerPoint and various investor documents on Word and Excel.
- Produced 3-year and 5-year pro-forma financial statements.
- Drafted parts of Private Prospectus Memorandum.

Provided Timely Financial and Operational Information to Senior Management

- Developed management tools to quantify, measure, and monitor work processes.
- Analyzed financial information (e.g. financial statements, financial ratios, interest payments, etc.).

Cover Letter Sample

SAMPLE COVER LETTER

YOUR ADDRESS

Cory Smith
1234 Clover Road
West Lafayette, IN 47906
(765) 494-1111
corysmith@purdue.edu

DATE

October 27, 2000

EMPLOYERS ADDRESS

Mr. Terry Coffman, Sales Representative
Elanco Animal Health
11901 South 100 West
Columbus, IN 47201

Dear Mr. Coffman:

IDENTIFY THE PURPOSE YOU ARE WRITING

I enjoyed your presentation in Animal Sciences 281 on October 25 at Purdue University. Thank you for sharing several practical ideas about the career planning process. I am writing to express my interest in the Elanco Animal Health summer internship you mentioned in class.

POINT OUT YOUR ADDITIONAL QUALIFICATIONS

I grew up on a swine and crop farm in Jamestown, Indiana. I have 10 years of 4-H experience showing swine and being involved in several leadership positions. I have also worked on the Purdue Animal Sciences swine farm and have taken Dr. Cline's animal nutrition class and Dr. Downey's sales and marketing class.

REFER TO YOUR RESUME AND HIGHLIGHT THE POINTS THAT RELATE TO THIS EMPLOYER

As you will note on my enclosed resume, I have worked on several swine farms and have been involved in the nutrition and animal health decisions on our farm operation. This past summer, I worked as an assistant to the sales representative for Indiana Farm Bureau Coop. This background in swine production, sales and strong leadership skills has prepared me to utilize my enthusiasm for working with people at Elanco.

PAVE THE WAY TO GET AN INTERVIEW AND MAKE IT EASY FOR THEM TO CONTACT YOU

Thank you for considering my enclosed resume and references for the Elanco summer internship. I would like to learn more about this opportunity and will contact your office the week of November 5 to arrange for an appointment at your convenience to discuss this more. If you need additional information from me, you may contact me at (765) 494-1111 or at corysmith@purdue.edu.

Sincerely,

Cory Smith

You can find more resume and cover letter format styles to help you with your decisions in the appendix at the back of this book.



THE
JOB
SEARCH



Research

Once you have a skeleton of your new resume and cover letter ready to market you to employers, you can begin looking for positions.

The very first question you want to answer is this. **Where do you want to work?** There are many things to consider when deciding where to work. The most important is finding a job that matches your core values. For example, if you are an animal activist, then working in an industry that does not respect animal rights would be against your core values and you would be unhappy there no matter how well you were paid or how nice your working conditions might be.

You can narrow this down by deciding if you are interested in **big corporate companies** or **smaller local businesses**. The advantage to larger corporations would be higher salary ranges, more opportunity for advancement and better benefits. One of the down sides might be that you get lost in the large corporate cycle or feel unappreciated. Jobs in small business tend to create more close knit groups. When working together but cannot always offer the higher salaries and benefits.

Where do you look for this information? Well, the resources are typically available online for the larger corporations but not so much for small business. The small business field might require a visit in person to get the information.

You can also try your luck on Google, Bing or Edge. Type in some key words and see what Google has for you. You might have to get creative with some of your word choices but eventually you will find the information you need. A common mistake is not looking past the first page of results. Look at the very bottom line, there are plenty of pages to look at.

Job search engines

Ok, so you have figured out where you want to work which is excellent. Now, to find jobs in those areas and companies. Where to look? Well, again online is your first place to look. There are thousands of job search engines that post available positions.

Here are a few to get you started:

Indeed: www.indeed.com

Alberta Job Centre: www.albertajobcentre.ca

Monster: www.monster.ca

Workopolis: www.workopolis.com

LinkedIn: www.linkedin.com

Facebook Marketplace

Company sites

Although many companies post jobs on various job board sites, they will also have postings available on their own websites. Once you have completed your research, go directly to their website and see what they have to offer on their career opportunities page. Typically, you will find it in either the main menu system or at the bottom of the page.

Here is the bottom line: the more research you do, the better your chances are of getting a job you want. Sitting around your living room waiting for one to appear is best left to those of us who have chosen magic as our career.

Other things to consider

Location: How will you get there? Are the companies you want in your neighborhood? If not, what transportation is available to get you there? Do you drive? Is a bus or train available to take you there? Are you willing to relocate?

Salary: How much do you need? Does the job pay as much as you need? Again, the answer is research. The Government of Alberta has a site called ALIS, that has a great deal of information about job requirements, salaries and industry demands as well as a variety of self- assessments for you to take to help you narrow down your choices.

Resume Posting

After you have posted your resume online, stop and evaluate these questions:

- How many inquiries are you getting?
- Are those inquiries evolving into interviews?
- Are you following up your application?
- Are you constantly updating your profile?
- Is the format of your resume set to the kinds of key skills that the employers are looking for?
- What is the target market and are you achieving it?
- How is it received (format)?
- How is it evaluated?
- How wide is the viewer circle?

After reviewing these questions, you may find that the job sites you have chosen are not producing the results you require and that a change is in order. Posting your resume to one or two sites is not enough in today's market. You have to spread yourself around in the right places.

How to handle constant rejection

This is a tough question as we all have our ways to cope with stress. Stay focused and remember that you have control. Imagine yourself in your dream job and keep that out in front. It's a hard market and you have to stay on top of things.

Treat yourself from time to time, and taking a little break from the search. That small action can rejuvenate your spirit and get you ready to continue the search. Most importantly remember to be kind to yourself.



THE

INTERVIEW



Phase 1: The Call

Once you have made it through the sorting process, the first step for most companies is the first phone interview. You have impressed them enough with your paper resume that they want to talk to you in person. When this call comes, speak as if you were being interviewed in person. If you are in a noisy place, find a quiet place to talk. Try to refrain from having these calls in a public place or while you are cooking dinner.

Pay attention to the caller's questions and answer as well as you can. It is important for the caller to find you interesting enough to go to the next phase.

Phase 2: Second Call

Often the second phase is the same as the first. However, it might be a multiple person call during which you are on speaker phone. Be careful of your language and the background noise because all of that can be heard and you never really know what might occur.

Sometimes this process is more than two calls, however, it is not the most common scenario. Employers will make a decision after their call as to whether or not they are interested in seeing you in person. It can be a very stressful situation but just take a deep breath and consider it practice for the main event.

Phase 3: The Appointment

Congratulations! You made it past the previous phases and you are being invited to an interview. Be flexible. Let them give you a date and time and do not negotiate. If you give the employer the impression that you are not flexible, you may already be setting a bad example. If you simply cannot accommodate the time and date, suggest an alternate but be reasonable.

Phase 4: Get Ready

Gather paper copies of that fantastic resume you spent so much time preparing. Bring your portfolio binder/folder with you. Take a few printed copies of your resume and references with you in case the interview team doesn't have them. Make sure you have any professional credentials with you. It pays to look prepared.

Research

Find out where your interview is and figure out the route to get you there on time.

Consider how long it will take you to drive from your home to the interview location in prime time traffic then allow an additional 30-40 minutes for unexpected delays. It's better to be in the parking lot of your interview building with 10 minutes to spare than be sitting in traffic watching the clock tick and your stress levels rise.

If you are not traveling by car, then map out the bus/train routes to take and calculate how much time you need to make transfers. In dealing with Metro transit, allow at least an additional 40 minutes for missed buses and late schedules or finding out that you cannot get any closer than four city blocks and have to walk the last stretch. You don't want to arrive at your interview all sweaty.

Dress The Part

This section can be for women or men. Simply adjust the options accordingly, but the bottom line is that you need to look your best. During your pre-interview phone call, find out what the company's dress code is. In the pictures below you can get some idea of what to wear. Under no circumstances does "casual" mean blue jeans, or sweat pants or sneakers. It is all office wear, right down to your socks.

An interview suit is always a good thing to have. It can be very casual but dressy if combined in the right way. A blouse and skirt with a blazer is equally acceptable so don't feel that you have to run right out to buy a complete suit. A simple, nicely cut and well fitted blazer can be combined in many ways to get the look you are after. Hit the thrift stores – Goodwill or WINS and find a good quality blazer or suit. You don't have to spend a lot of money, just spend it well.

Try and make it "your style" but simple. No garish colors (hot pink for instance) and stay away from those floral patterns that you might love so much. For your interview, follow this simple statement - less is more.

While these photos all depict dark conservative colors, it is not mandatory. There are many studies that show the effects of color on decision making. For example, we could argue all day that black is the color to wear but if you look terrible in black, then don't do it.

The following pictures are some samples of what might be acceptable for men and women to wear. Dress to your body size and shape.

Business Casual



Formal Choices



Shoes

No sneakers of any kind. No sandals. Wear simple basic dress shoes that complement your outfit. Ladies - leave those stiletto heels at home. This is not the place for them. That is not to say you can't wear heels, just appropriate ones.



Interview Day

Time management

This one is easy. Be at least 15 minutes early. Arrive at your interview with time to spare. You might need that time to find parking or head to the washroom. Nothing is more stressful than being late for your interview. If they are late, that's ok, but it's not ok for you to be late.

Entrance

Make an entrance as if you were on stage. Confident stride, head up, make eye contact and shake hands when offered. Own that job before you are even offered it.

Be prepared

Turn your phone off. Nothing is more unnerving than having the phone ring in the middle of your interview.

Avoid scrambling around at the last minute. Have your portfolio ready. Resumes, educational paperwork, etc. Put it in a binder, folder or briefcase. Don't enter the room with a handful of papers. It's unprofessional.

Have your list of questions about the company ready. Interviewers are likely to ask you what you know about their company. It is their way of finding out if you have done your research. They want to know if you have a basic knowledge of what they do.

Exiting

When the interview is completed, regardless of how it went, assume that you are the successful applicant and make a professional exit. Thank the interviewers for their time and if appropriate, shake their hand.

Follow up

If possible, send an email to thank the company for their consideration. End it on a positive note.

Searching for a job is a grueling process. It requires constant work and determination to land the job you want. Don't be discouraged if it takes longer than you expected. Stay positive and keep on moving.

Closing Remarks

There is much more to know when it comes to the journey towards employment. For more information and tips you can pop in to see our Employment Advisors.

We can offer you one on one appointments to talk about what is most important on this journey. You can make an appointment by emailing careers@abmcollege.com or call our front desk to have them put you through to us.

Our office location on campus:

<i>Employment Advisor</i>	<i>Location</i>	<i>Time</i>
<i>Sherree Hamilton</i>	<i>Student Lounge Area Middle Office</i>	<i>Monday to Friday 8am - 5pm</i>
<i>Carrie Corbin</i>	<i>Room 211</i>	<i>Alternating days of weekends</i>

We look forward to meeting you!

Appendix

Functional Resume Example I

Joe Jobscan

Seattle, WA | (206) 555-5555

joe-jobscan@example.com | linkedin.com/in/joe-jobscan-123

Skills Summary

A few sentences or bullet points listing off the most relevant hard skills and soft skills related to the position for which you're applying.

Professional Accomplishments

Major Skill 1 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects or situations that utilized this skill
- Measureable results and accomplishments that back up your ability

Major Skill 2 (Example: Management)

- More detail of the skill and how it relates to the job application
- Examples of projects, measureable results, and accomplishments

Major Skill 3 (Example: Management)

- More detail of the skill and how it relates to the job application
 - Examples of projects, measureable results, and accomplishments
-

Work History

Position 1, Company, Date Started - Date Ended

Position 2, Company, Date Started - Date Ended

Position 3, Company, Date Started - Date Ended

Education

Degree, School, Years

Functional Resume Example II

RAYFORD COLLINGSWORTH

8888 Pine Street, Plains, Texas 79400

(800) 999-5555

rcollingsworth87@nts-online.net

OBJECTIVE: Political Scientist position in the State of Texas

SUMMARY

BA in Political Science (Pre-Law) and Post-Baccalaureate in Education. One year's teaching experience at Crestview Middle School where motivation, classroom management, and creative presentation were essential. Three years' experience in retail sales where persuasiveness and supportive, timely customer service were a priority. Solely financed 100% of college education working near full-time schedule while concurrently managing demanding coursework and maintaining an excellent grade point average. Strengths include:

- *Rapport / Trust Building*
- *Teamwork*
- *Integrity / Work Ethic*
- *Assertive Communication*
- *Organization / Prioritization*
- *Participative Leadership*
- *Direct Problem Solving*
- *Proactive Decision Making*
- *Assessment / Discernment*

EDUCATION

Post-Baccalaureate, Education, 2004, BA in Political Science (Pre-Law), 2002 (GPA 3.9), MAJOR UNIVERSITY, Plains, Texas

24 hours toward Master's Degree in Education, *(GPA: 4.0)*

SKILLS SUMMARY

LEADERSHIP SKILLS

- Consistently trusted with greater responsibility than that for job level. Promoted to branch bank manager at early age.
- Willing to own responsibility and accept accountability as demonstrated in past employment.
- Accomplish tasks with minimal direction or supervision, yet work equally as well in team environment.
- Gravitated toward facilitating collegiate groups averaging 4+ members.
- Consider past experiences, customer/company needs, and ethical standards when problem solving / decision making.
- Accept new ideas, solicit consensus, and encourage active participation from team members.

INTERPERSONAL/COMMUNICATION SKILLS

- Very comfortable and confident presenting programs or information to small or large audiences.
- Use assertive communication to negotiate issues, mediate conflicts, and affect compromise and positive outcomes.
- Employ perceptiveness, sincerity, and respect for differences to build rapport and trust with diverse groups.
- Communicate effectively at multiple levels using appropriate language and interpersonal styles.
- Genuinely care for others and lend a hand to help those in need through volunteer activities.
- Able to write comprehensive and effective reports and business communications.

ORGANIZATION AND PLANNING SKILLS

- Identify and assess needs, draft plans, prioritize steps, implement action, and evaluate outcome.
- When coordinating projects, assign tasks, use resources, troubleshoot problems, and follow up to stay on track.
- Establish clear goals and objectives while inspiring team spirit and achievement.
- Set priorities and continuously monitor progress, adjusting when necessary to meet timely goals.
- Efficiently manage time as demonstrated by ability to coordinate college / work schedules.

WORK HISTORY

<i>Teacher</i>	PLAINS INDEPENDENT SCHOOL DISTRICT	Plains, Texas	2003 – 2004
<i>Carpenter – Remodel</i>	RAYFORD'S CARPENTRY	Plains, Texas	2001 – 2003
<i>Sport Bike Specialist</i>	GOOD TIMES POWERSPORTS	Plains, Texas	2000 – 2001
<i>Package Expeditor</i>	FEDERAL EXPRESS	Plains, Texas	1999 – 2000
<i>Bank Associate, Manager</i>	PLAINS NATIONAL BANK OF WEST TEXAS	Plains, Texas	1998 – 1999

SERVER RESUME (FUNCTIONAL)

from Resume Genius

CONTACT

Email: joancollins@gmail.com
Phone: (141)-212-5465
Address: 8870 Barnacle Street, Las Vegas, NV 89523
Linkedin: linkedin.com/in/joan_collins

WORK HISTORY

Riverside Restaurant
Reno, NV – Waiter

Whispering Vine Bar & Grill
Las Vegas, NV – Server

Applebee's
Las Vegas, NV – Bar-back

EDUCATION

CERTIFICATE IN FOOD HANDLING AND SAFETY

Chicago Community College, Chicago, IL
June 2011

B.A. / CULINARY ARTS

Kendall College, Chicago, IL
June 2010

AWARDS

EMPLOYEE OF THE MONTH

Riverside Restaurant
2015

QUALIFICATIONS SUMMARY

- Superior salesmanship, consistently outperforming peers
- Friendly, outgoing, and charismatic personality
- Experience working with POS terminals, excellent at math
- Working knowledge of wines, cocktail mixes, craft beers, and other bartending skills
- Conversational in Spanish and Mandarin Chinese

RELEVANT SKILLS

SALESMANSHIP

- Awarded "Employee of the Month" for consistently achieving 15% above target sales
- Perfected menu presentation skills, providing customers a holistic understanding of the restaurant offerings, leading to more sales
- Trained 4 waiters in salesmanship methodology, increasing their sales to meet company average

TECHNICAL

- Experience with 3 types of POS terminals, receipt roll replacement, and coffee machine cleaning
- Familiarity with common restaurant bread cutting machines, dishwashers, and knowledge of equipment cleaning processes
- Excellent basic math skills, able to calculate and split bills in the event of POS terminal downtime

INTERPERSONAL

- Consistently scored over 90% satisfaction rating on customer feedback surveys
- Conversational in Spanish (able to take orders from Spanish speaking customers)
- Possess excellent conflict resolution skills in the event of customer dissatisfaction

Poor Resume Example I

Joe Jobscan

Seattle, WA
(206) 555-5555
joe-jobscan@example.com
linkedin.com/in/joe-jobscan-123

Professional Summary

- List a few bullet points that summarize what you have to offer.
- This could include a summary of your experience with certain tasks or roles across multiple companies.
- Mention the soft skills (communication, innovation, integrity) the recruiter or hiring manager will find most attractive for the position.

Relevant Skills and Proficiencies

- List hard skills that are most relevant to the position. This includes skills that weren't used in your previous jobs but were developed on your own and are required for the position.
- Include any certifications or education you've received outside of your formal education at the bottom of the resume.

Work History

Company 3, Job Title, Month/Year - Present

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

Company 2, Job Title, Month/Year - Month/Year

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

Company 1, Job Title, Month/Year - Month/Year

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

Education

Degree, School, Years

Poor Resume Example II

DANIEL MICHENER

631 Bedford St., New York, NY, 10032
(212) 445-8842, daniel.michener@hotmail.com

SUMMARY OF QUALIFICATIONS

Ambitious finance professional with strong track-record of delivering top performance. Possess large spectrum of experience in financial markets, corporate finance, and treasury finance. Successfully wrote all three CFA (Level I, II, and III) exams. Can undertake difficult mandates and meet tight deadlines. Personal qualities include: rigorous, positive, good problem-solver, autonomous, persistent, adaptable, and driven. Other skills include:

- Financial Stmt & Ratio Analysis
- Complex Financial, Operational, & Quantitative Modeling
- Measurement of Productivity & Processes
- Investor Relations
- Securities Trading
- Debt & Equity Financing
- Economic, Financial, & Technical Indicators
- Technical Analysis
- Treasury Operations
- Creation of Templates & Procedures
- MS Office (Excel Expert)
- SAP, AccPac
- Basic Programming (VBA, Java, C++)
- **CFA Curriculum:**
 - Asset Valuation
 - Equity & Debt Investments
 - Indexes & Derivatives
 - Alternative Investments
 - Risk Management
 - Portfolio Management
 - Performance Evaluation, Attribution, & Presentation
 - Quantitative Methods & Statistics
 - Micro & Macroeconomics

RECOGNITIONS FROM EMPLOYERS

Honorable Mention for Recognized Contribution [2001] – Alliance Network Ltd.

WORK EXPERIENCE

AURORA PHARMACEUTICAL INC., Financial Analyst, New York, NY [2004 – Present]

- Develop management tools to measure and analyze financial and operational information (e.g. financial ratios, key performance indicators, sales forecasting platform, integrated budget model, product pricing, and management reports).
- Develop and manage complex excel-based financial models.
- Automate processes to improve rigor and speed in the processing of critical information.

ALLIANCE NETWORK LTD., Financial Analyst (Reported Directly to the CFO), New York, NY [2000 – 2004]

Worked Closely with the CFO on Financing

- Analyzed company's financing needs and worked with management to raise capital.
- Analyzed market share and data on competitors.
- Analyzed the impact of debt and equity financing on capital and ownership structures.
- Prepared presentations on PowerPoint and various investor documents on Word and Excel.
- Produced 3-year and 5-year pro-forma financial statements.
- Drafted parts of Private Prospectus Memorandum.

Provided Timely Financial and Operational Information to Senior Management

- Developed management tools to quantify, measure, and monitor work processes.
- Analyzed financial information (e.g. financial statements, financial ratios, interest payments, etc.).

Poor Resume Example III

Chris Smith

123 Some Street ♦ Sometown, VT 05000 ♦ (802) 555-5555 ♦
somebody@somedomain.com

Profile

Motivated, personable business professional with multiple college degrees and a successful

12-year track record of profitable small business ownership. Talent for quickly mastering technology – recently completed Microsoft Office Suite certificate course. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent HMO and insurance guidelines.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

- ♦ Project Management
- ♦ Report Preparation
- ♦ Written Correspondence
- ♦ General Office Skills
- ♦ Computer Savvy
- ♦ Customer Service
- ♦ Scheduling
- ♦ Marketing & Sales
- ♦ Insurance Billing
- ♦ Accounting/Bookkeeping
- ♦ Front-Office Operations
- ♦ Professional Presentations

Professional Experience

Cover Letter Example I

SAMPLE COVER LETTER

YOUR ADDRESS

Cory Smith
1234 Clover Road
West Lafayette, IN 47906
(765) 494-1111
corysmith@purdue.edu

DATE

October 27, 2000

EMPLOYERS ADDRESS

Mr. Terry Coffman, Sales Representative
Elanco Animal Health
11901 South 100 West
Columbus, IN 47201

Dear Mr. Coffman:

IDENTIFY THE PURPOSE YOU ARE WRITING

I enjoyed your presentation in Animal Sciences 281 on October 25 at Purdue University. Thank you for sharing several practical ideas about the career planning process. I am writing to express my interest in the Elanco Animal Health summer internship you mentioned in class.

POINT OUT YOUR ADDITIONAL QUALIFICATIONS

I grew up on a swine and crop farm in Jamestown, Indiana. I have 10 years of 4-H experience showing swine and being involved in several leadership positions. I have also worked on the Purdue Animal Sciences swine farm and have taken Dr. Cline's animal nutrition class and Dr. Downey's sales and marketing class.

REFER TO YOUR RESUME AND HIGHLIGHT THE POINTS THAT RELATE TO THIS EMPLOYER

As you will note on my enclosed resume, I have worked on several swine farms and have been involved in the nutrition and animal health decisions on our farm operation. This past summer, I worked as an assistant to the sales representative for Indiana Farm Bureau Coop. This background in swine production, sales and strong leadership skills has prepared me to utilize my enthusiasm for working with people at Elanco.

PAVE THE WAY TO GET AN INTERVIEW AND MAKE IT EASY FOR THEM TO CONTACT YOU

Thank you for considering my enclosed resume and references for the Elanco summer internship. I would like to learn more about this opportunity and will contact your office the week of November 5 to arrange for an appointment at your convenience to discuss this more. If you need additional information from me, you may contact me at (765) 494-1111 or at corysmith@purdue.edu.

Sincerely,

Cory Smith

Cover Letter Example II

MAI DO UYEN

21.08C, Screc Apartment, District 3, Ho Chi Minh City
0973157024 maidouyen247@gmail.com

June 23, 2015

HR Department

Re: Legal Assistant

Dear HR Manager;

Please accept my attached resume as an application for Legal Assistant position with your company. I believe my current education, legal skills and knowledge as well as previous experiences are an excellent match for the requirements of this position.

My understanding of principles of contract laws and commercial laws with specific knowledge related to strategic management I have acquired in university are strongly in line with your job description. I have developed my reporting writing skills and ability to draft a contract paper with standard format structure. In addition, I have proven my ability as a positive team player with problem-solving skill. For example, in some of group projects, I took the role of a mediator to solve conflicts between team members while maintaining good relationships and ensuring the final decision was made by the deadline.

My hands-on experience working as legal intern at the Court has allowed me to develop my legal analysis skill through assessing different cases; and effective communication skill by working close to plaintiffs and defendants. I also enhanced my organizational skill and familiarized myself with suing procedure at the court from petition to court's hearing and execution of judgement.

I am really interested in being a part of your team as I feel confident that my previous legal experiences, strong academic background combined with my enthusiasm and willingness to learn would enable me to make a valuable contribution to the legal team at your company. Thank you for your consideration and I look forward to discussing this exciting opportunity with you. I can be contacted at 0973157024 or maidouyen247@gmail.com.

Sincerely,

Uyen Mai

Cover Letter Example III

Executive Legal Assistant Cover Letter Sample

58 Example Avenue
Somerville, MA 98777

January 3, 2016

Mr. John K. Doe,
Senior Manager (HR)
Boston Law Firm
32 Hawaii Street
Boston, MA 98777

Dear Mr. Doe:

I am eager to join your law firm as an Executive Legal Assistant because I realize that you are committed to provide exceptional customer services in a challenging yet satisfying work environment. My experience and education in law coupled with my passion to assist clients and learn from experiences make me a unique candidate for this position.

Through professional experience and academic coursework, I have obtained skills and experiences highly relevant to the Executive Legal Assistant position at Boston Law Firm. Particularly, I am very effective in:

- Researching, accumulating, arranging, and giving research and statistical reports
- Making use of online resources and law library materials to conduct paralegal research at the restricted, state, and federal levels
- Confirming research results are typical, reliable, and valid
- Assisting employees in locating or categorize legal references
- Presenting findings and reports to workforce or other groups as required

I look forward to meeting with you and demonstrating the relation between your requirements and my talents. I will call you next week to follow up. In the interim, please do not hesitate to contact me at (000) 999-9999 or email me at [Your Email Address] if you have any questions.

Thank you very much for your consideration.

Sincerely,

(Signature)

