

Lakewood Public Library

Resume Guide for Internet Job-Hunting

A resume is a summary of your past jobs and the skills you have to offer an employer.

Content

1. At the top of your resume, list your name, city and state, phone numbers, and e-mail address. If you are job-hunting on the internet, don't list your street address.
2. A section for EDUCATION will list your highest degree achieved first (i.e., bachelor's degree, associate's degree, high school diploma or GED), then other degrees or certifications.
3. A CAREER SUMMARY may be included. Highlight your experience using job-specific key words. If an employer does a search using a computer, industry terms, buzzwords, jargon, hard skills and commonly used trade terms are what they will look for. Do not use an OBJECTIVE.
4. An EMPLOYMENT section contains jobs you have held in the past. Most resumes use a chronological format to list jobs. Begin with the most recent job first, then list each job you have had in reverse chronological order. List the company name, address and when you worked there. Describe your job; include job title, department, key functions, computer hardware and software used, equipment used, foreign languages used – anything relevant to the target job.
5. VOLUNTEER WORK may be listed if you feel it is relevant to the job you are seeking.
6. Proofread carefully.

Formatting Your Resume

Keep it simple. Resumes are often e-mailed or scanned into a computer at a company's headquarters. What looks good on paper may be a disaster when e-mailed or scanned. Resumes should be 1 or 2 pages.

1. **Name ONLY on the top line.** Address, phone numbers and e-mail address below
2. **Text Only.** Do not use graphics, bullets, fancy borders, pretty lines, or shading. Clean and graphically boring is better.
3. **Choose a popular font** such as Times, Palatino, Arial, Universal, Helvetica, or Bookman. The size should be 10-12 points.
4. **Plain Text Only.** Use ALL UPPERCASE letters for headings. NO *italics* or **bolding**. Never use underlining. Use white space to set off sections.
5. **Save your resume in a word processing format.** When you save your resume on a disk or flash drive, use your last name (first name optional) and the word *Resume* in the document name, i.e. ***JSmithResume.docx***.
6. **Save your resume again as a text document.** After you save the Microsoft Word 2007 file (the extension will be *.docx*), select *Save As* from the Office Button menu and save the file again as a text document (the extension will be *.txt*). When you send your resume to a recruiter as an attachment, a text file is the safest way to ensure that the potential employer will be able to open it with no technical problems.

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SUMMARY OF SKILLS AND EXPERIENCE

LAB TECHNICIAN-- Highly skilled lab technologist with experience serving ER, Urgent Care, Pediatric ER, and Stab-Room Trauma Unit. Processed cultures in microbiology, gram stains, urinalysis and various manual tests.

PHLEBOTOMY-- Inpatient and outpatient, pre-op and post-op, blood draws. Recognized for exceptional skill in serving hard-to-draw patients and children.

INSTRUMENT MAINTENANCE-- Skilled in troubleshooting and maintenance of technical equipment.

TEACHING-- Responsible for training staff on equipment operation and procedures.

QUALITY CONTROL-- Maintained high quality standards with an emphasis on accuracy. Maximized performance through organization, equipment testing, and procedures development.

EMPLOYMENT HISTORY

MEDICAL LABORATORY TECHNICIAN, ASCP

May 1995 to September 2006 Hennepin County Medical Center

*Increased lab efficiency through improved processing procedures, development of technical equipment, lab layout, and design.

*Maintained peak lab performance. Processed blood samples from Stab-Room Trauma Unit within two minutes.

PHLEBOTOMIST

August 1989 to March 1995 Minneapolis Children's Medical Center

EDUCATION

CERTIFIED: American Society of Clinical Pathologists

MEDICAL LABORATORY TECHNICIAN (GPA 3.5)

College of St. Catherine 1987

BIOLOGY/CHEMISTRY (117 credits)

Mankato State University 1985