

## Resume Outlines and Examples

The following pages have outlines and examples of two of the most commonly used basic resumes.

**Example 1** lists each job separately, starting with your most recent job and working backward. Specific information is given about each job.

### Example 1 Outline

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.

#### Summary of Qualifications

A brief summary of your best selling points

#### Work History

Company Name  
Your Job Title

City, State

Dates of employment

Describe your duties, skills, responsibilities:

- State your major accomplishments, achievements, skill area.
- Start each with an action verb; try to keep each to 1-2 lines.
- Use an asterisk (\*), dash (-), or bullet (•) to draw attention to each statement.
- Give specific results to show your qualifications.
- List your most important accomplishments first.

(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.)

#### Education

School

City, State

Degree

Dates attended (optional)

#### Military (Optional)

Branch, rank

Type of discharge (optional)

Dates served (optional)

#### Special Skills and Abilities

Interests, hobbies, foreign languages, clubs, etc.

#### References

Available upon request.

# Example 1 Resume

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

## Employment Objective

Seeking a position as a retail sales clerk.

## Summary of Qualifications

Five years successful experience in direct retail sales.  
Excellent communication skills; sincere commitment to providing quality customer service.

## Work History

ShopWell Sales Associate	Stevens Point, Wisconsin	2001-present
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Assisted customers with item selection, operated computerized cash register, balanced cash register daily, monitored inventory and stocked shelves.

- Set new monthly sales record, surpassing all sales associates for any given month in company history.
- Accurately balanced cash register daily. Never was short.
- Maintained detailed paperwork for inventory control. Operated automated inventory equipment.
- Handled customer problems with patience and sensitivity.
- Promoted to sales associate lead worker after one year. Trained new associates.

PickRite Sales Clerk	Rosholt, Wisconsin	1999-2001
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Operated computerized cash register and automated scanning equipment for the local branch of a large department store chain.

- Worked cash register and scanning equipment in all departments.
- Conducted inventories. Reconciled counts against inventory control systems.
- Entered data into computer for special orders.
- Received customer service and inventory control training.
- Trained two new sales clerks.

## Education

Rosholt Senior High School	Rosholt, Wisconsin	Diploma	1996 graduate
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## Military (Optional)

US Army	Honorable Discharge	1996-1999
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## Special Skills and Abilities

Able to speak, read and write Spanish

## References

Available upon request.

## Resume Outlines and Examples

**Example 2** lists the 3-5 skill areas or functions you performed that are related to your present job goal, briefly describing the work you've done within each area. Very little attention is given to when and where.

### Example 2 Outline

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 (optional)
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#### Military (Optional)

Branch, rank	Type of discharge (optional)	Dates served (optional)
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#### Special Skills and Abilities

Interests, hobbies, foreign languages, clubs, etc.

#### References

Available upon request.

# Example 2 Resume

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 Sales Associate	Stevens Point, Wisconsin	2001-present
PickRite Sales Clerk	Rosholt, Wisconsin	1999-2001

## Education

Diploma	Rosholt HS	Rosholt, Wisconsin	1996 graduate
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## Military (Optional)

US Army	Honorable Discharge	1996-1999
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## Special Skills and Abilities

Able to speak, read and write Spanish

## References

Available upon request.

## Cover Letter

Most employers prefer that a resume be mailed with a letter of introduction. This letter is called a cover letter. A cover letter should tell the employer which position you are interested in and why you are qualified for the position.

It should cover 1/3 to 2/3 of an 8-1/2" x 11" sheet of paper and should be on the same size, grade, and color of paper as your resume. It is best to use a personal computer, word processor or typewriter to write your cover letter. Some information in your cover letter may also be on your resume; it is all right to have some overlapping information. Be sure your letter does not have spelling, grammatical or punctuation errors. Have another person proofread it before you mail it.

## Cover Letter Outline

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

# Cover Letter 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

## Application Letter: An Alternative to a Resume

In some situations, a traditional resume might not be the best way to contact an employer. Depending on the employer's preference, the field of work and your qualifications, you may want to use a Letter of Application.

This is a personal letter you write to an employer that tells which position you are interested in and why you are qualified for that position. It should fill 1/2 to 2/3 of an 8-1/2" x 11" sheet of white or light-colored bond paper. It must be error free. Have another person look it over to make sure it is perfect before you mail it.

An outline and a sample for a Letter of Application follow.

## Application Letter Outline

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

**Introduction:** Tell the employer what position you are applying for and how you learned of the opening.

### ONE LINE OF SPACE

**Body:** Tell the employer why you are qualified for the job. Include information about your education, work experience, job-related skills, accomplishments, personality, availability, etc., that relate to the employer's needs and the position for which you are applying.

### ONE LINE OF SPACE

**Closing:** Ask for an interview.

### ONE LINE OF SPACE

Sincerely,

### THREE LINES OF SPACE

Your signature in ink  
Your name typed

# Application Letter 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:

Please consider this letter my application for the Retail Salesperson position listed on JobNet in Stevens Point. I believe I am qualified for this position.

With over three years experience as a retail sales clerk, I have demonstrated my abilities to operate computerized cash registers, accurately monitor inventory levels, and provide quality, friendly service to customers.

In my most recent position, I set a new monthly sales record, surpassing all sales associates for any given month in company history. After one year, I was promoted to head sales associate. I really enjoy retail sales.

I would appreciate an interview with you to further discuss my qualifications.

Sincerely,

Tammy Farrell