

## Resume Writing Tips

**An effective resume is essential to ensure that you obtain an interview.**

1. Communicate clearly your goal, education, and accomplishments.
2. Your objective should be specific, and the use the title of the job you're applying for.
3. Select the proper format and keep it to one page.
4. Use your qualities, skills and abilities as the basis of your resume.
5. Include special skills, such as foreign languages, computer skills, or internships.
6. Use action words to start each paragraph or sentence.
7. Spell out your degree and include your GPA if higher than 3.5
8. Do not list references or salary requirements on your resume.
9. Have someone critique it before it is edited and printed.
10. Use good quality, plain white or ivory bond paper.

**Remember: Your resume is a door opener to a personal interview.**

## Web Resources For Career/Job Information

- [www.brookdalecc.edu/career](http://www.brookdalecc.edu/career)
- [www.wnjpin.state.nj.us](http://www.wnjpin.state.nj.us)
- [www.bls.gov/oco](http://www.bls.gov/oco)
- [www.acinet.org](http://www.acinet.org)
- [www.njnextstop.org](http://www.njnextstop.org)



# Writing a Resume

**The Center for  
Experiential Learning  
and Career Services**

MAC105  
732-224-2792  
[www.brookdalecc.edu/career](http://www.brookdalecc.edu/career)

## The Reverse Chronological Resume

**ANNA MARIE YOUNG**  
333 Main Street  
Red Bank, New Jersey 07701  
732-555-5555 amyoun@verizon.net

**OBJECTIVE** Administrative Assistant/Office Manager

**EDUCATION** Currently Enrolled, Bachelor of Arts, Business Administration  
Monmouth University, West Long Branch, New Jersey  
Associate in Arts Degree, Humanities GPA 3.7 May 2008  
Brookdale Community College, Lincroft, New Jersey

**ACHIEVEMENTS** Dean's List (Fall 2007)

**COMPUTER SKILLS** Microsoft Word, Excel and PowerPoint, knowledge of Printshop

**QUALIFICATIONS** Excellent communication and interpersonal skills  
Organized and focused in coordinating projects  
Well-developed supervisory skills

**LANGUAGES** Fluent in Spanish and Italian

**PROFESSIONAL EXPERIENCE**

**OFFICE MANAGER** May 2009 to present  
Chapman Inc., Freehold, New Jersey

- Supervise eight clerical staff members
- Provide on-going computer software training
- Process clients' reimbursement claims with 95% accuracy
- Resolve employee complaints and conflicts

**ADMINISTRATIVE ASSISTANT** June 2007 to May 2009  
Schoor & DePalma, Manalapan, New Jersey

- Assisted in the administration of drafting staff of five
- Coordinated and administered safety program
- Helped write office handbook for new employees

**RECEPTIONIST/CLERK** July 2005 to June 2007  
Norrell Services, Shrewsbury, New Jersey

- Temporary clerical assignments while attending school

**VOLUNTEER** Wellness Center - Brookdale Community College

**REFERENCES** Furnished upon request

## The Combination Skills/Function Resume

**ANNA MARIE YOUNG**  
333 Main Street  
Red Bank, New Jersey 07701  
732-555-5555 amyoun@verizon.net

**OBJECTIVE** Administrative Assistant/Office Manager

**EDUCATION** Currently Enrolled, Bachelor of Arts, Business Administration  
Monmouth University, West Long Branch, New Jersey  
Associate in Arts Degree, Humanities GPA 3.7 May 2008  
Brookdale Community College, Lincroft, New Jersey

**COMPUTER SKILLS** Microsoft Word, Excel and PowerPoint, proficient in Photoshop

**QUALIFICATIONS** Excellent communication and interpersonal skills  
Organized and focused in coordinating projects  
Well-developed supervisory skills

**PROFESSIONAL EXPERIENCE**

**ADMINISTRATION**

- Involved in acquisition of computers
- Saved company over \$3500
- Trained staff on new software packages
- Processed clients' reimbursement claims with 95% accuracy
- Assisted in authorizing office handbook for new employees

**HUMAN RESOURCES MANAGEMENT**

- Supervised eight clerical staff members
- Resolved employee complaints and conflicts
- Maintained employee personnel files
- Scheduled employee training sessions as required

**EMPLOYMENT HISTORY**

**OFFICE MANAGER** May 2009 to present  
Chapman Inc., Freehold, New Jersey

**ADMINISTRATIVE ASSISTANT** June 2007 to May 2009  
Schoor & DePalma, Manalapan, New Jersey  
CO-OP Internship

**RECEPTIONIST/CLERK** July 2005 to June 2007  
Norrell Services, Shrewsbury, New Jersey

**ORGANIZATIONS** Member Human Resources Professional Association

**LANGUAGES** Fluent in Spanish and Italian

**REFERENCES** Available upon request