

Resume Guide

Your Resume--What Is It?

A resume is a summary of your qualifications. It is your marketing tool that reflects your education, accomplishments and skills. You can design a concise document using action words and brief phrases that will create a positive image of yourself and your abilities.

Why Do You Need It?

Prospective employers and interviewers need to meet qualified job candidates. Your resume may convince the reader that you are a strong applicant and should have a job interview.

- Preparing for your resume will allow you to take a look at all of your achievements.
- It helps you to prepare for questions about yourself that are likely to be asked at interviews.
- It will provide you with the start of your professional file that you can update each time you gain new experience and move ahead with your career.

To sell an employer on the idea of interviewing you, your resume will need to include some basics:

- A clear goal or objective
- Highlights of your qualifications
- A brief summary of relevant skills or accomplishments
- A description of any work history
- Details about your education

You can present this information in any order that works best for you. Determine which resume format you prefer to follow:

- **Chronological** resumes outline your background with the most recent events listed first. This format works best for recent college graduates who have limited work experience.
- **Functional** resumes target your most important skills and summarize your work history. Past employers and dates of employment are listed chronologically. This format works best for those who have held jobs with varied duties, for workers with time gaps or those re-entering the job market after an absence.

What to Include

Identifying data: Your name, current address and phone/fax number.

Objective or Goal

An objective is a brief statement telling what position or career path you are seeking. If possible, make it specific; giving the job title or area of industry you want.

An objective is unnecessary if you prefer not to be limited to a single type of position or segment of industry. Beginners tend to fare better if they are more focused and can identify what they are seeking.

Education/Training

List school name, degree, major and dates of attendance. If you have more than one degree, list the advanced degree first:

- Fashion Institute of Technology
- State University of New York
- Major: Interior Design
- Bachelor of Arts degree, May 2003
- Associate in Applied Science degree, January 2005

Include any honors such as *Dean's List* and a *GPA* of 3.0 or higher, as well as any study abroad or at other institutions. Don't list your high school once you are a college graduate unless it clearly relates to your job search, such as the High School of Fashion Industries.

Course Highlights

Emphasize courses taken if you have limited work experience or have a course concentration unrelated to your major. This can bolster your credentials and enhance a skimpy resume.

Extracurricular Activities

List school clubs, student government affiliations and professional organizations. Indicate service in any leadership capacity.

Work History

If you have a *solid* work history in the industry, consider putting this information before education.

With limited experience, simply describe each job, listing them in reverse chronological order starting with your most recent experience.

Include part-time and summer jobs, internships or volunteer work to make a limited background appear fuller.

List firm name (address is not needed), your job title and dates of employment. Dates may be listed in the left-hand margin for easier viewing, or along with the employment details.

Use phrases to describe your major responsibilities rather than complete sentences. Don't bother listing trivial or obvious tasks. Stress specific accomplishments when possible. (Resume worksheet on page 5 will help you organize this information.)

Skills

Itemize factual statements that describe competencies and abilities, such as knowledge of computer programs, languages or technical equipment.

Interest/Hobbies

If space allows, this gives you a chance to portray how well rounded you are. It's best if interests or hobbies relate to your career objective, but any entries can show you as an interesting candidate.

Resume Tips

There is no standard format as no two resumes are exactly alike. Select the best format to highlight your education and work history.

Preparing a strong resume takes time and effort. Create a rough draft listing all relevant information *using action verbs and appropriate phrases* in short, simple statements. Have a clear idea of the position you want. Speak with FIT's career counselors, review current job listings and do as much research as you can. You can sell yourself as a strong candidate when you know what the industry requires. Then select only the most significant details for each section of your resume. Review it frequently and carefully edit it to eliminate all unnecessary items (obvious duties, details about health, marital status, etc). Scan it for relevant content and to catch spelling, grammatical and typing errors.

Have someone else proofread it to find errors you may have missed and streamline it to one page. Career counselors are available to assist you with this as part of the Career Services Department's Walk-In Service. Resume workshops are also offered during the academic year.

It's assumed that you will supply references so don't bother indicating "references available" or listing names of references on your resume. Be sure you get permission from several people (instructors, supervisors) should an employer wish to contact them. Create a list with 2-4 names, addresses and daytime telephone/fax numbers, so you are prepared at the interview.

Your resume is a reflection of you; make it look great. Be critical of the layout. Allow plenty of open space on the page to make it easy to read. Choose quality paper--20 lb bond works well. Remember that every resume needs to look professional!

What Not To Include

Avoid exaggerated statements about your abilities or work history. Be honest and factual; employers do check credentials.

Don't emphasize what you want from the company; indicate what you can contribute.

Eliminate all personal and unrelated details-political or religious affiliations, age, race, and gender. Aside from being illegal for employers to discuss this with you, you want to be hired for what you can bring to the organization.

Omit mention of salary and discuss this at the interview.

Avoid unnecessary modesty. Take advantage of this opportunity to play up your achievements.

Action Verbs for Resume Writing

achieved	consolidated	formulated	motivated	reinforced
adapted	constructed	founded	negotiated	remodeled
administered	controlled	gathered	observed	reorganized
advanced	coordinated	generated	operated	repaired
advised	corresponded	graduated	organized	reported
analyzed	counseled	guided	originated	represented
anticipated	created	handled	participated	researched
appraised	decided	helped	perceived	resolved
approved	defined	identified	performed	restored
arranged	demonstrated	illustrated	persuaded	reviewed
assembled	designed	implemented	planned	revised
assessed	determined	improved	prepared	scheduled
assisted	developed	improvised	presented	simplified
attended	devised	increased	printed	sketched
audited	directed	influenced	processed	sold
balanced	discovered	informed	produced	started
budgeted	displayed	initiated	programmed	steered
built	distributed	installed	promoted	streamlined
calculated	drafted	instructed	proposed	strengthened
checked	drew	interpreted	protected	studied
classified	edited	interviewed	proved	summarized
coached	enabled	investigated	provided	supervised
collected	encouraged	launched	publicized	supported
communicated	established	led	published	systematized
compared	estimated	listened	purchased	taught
compiled	evaluated	located	raised	trained
completed	expedited	maintained	read	traveled
composed	explained	managed	reasoned	updated
computed	fabricated	measured	recommended	upgraded
conceived	facilitated	mediated	recorded	volunteered
conceptualized	followed	moderated	recruited	worked
conducted	forecast	monitored	reduced	wrote

Helpful Phrases

ability to delegate	conceptual ability	handle multiple tasks	results oriented
ability to implement	conversant with	have specialized in	risk taker
ability to plan	creative	high energy	self-management
ability to train	critical thinking skills	industrious	setting priorities
ability to work well	customer oriented	innovative	strong design experience
accurate	detailed minded	leadership qualities	supervisory abilities
adaptable	extensive experience with	organizational skills	supportive
analytical ability	flexible	persuasive	take initiative
assertive	follow-through	present information	team player
communication skills	follow-up	problem solver	will travel
competitive	good sense	public speaker	working knowledge of

RESUME WORKSHEET

Objective/Goal

Itemize relevant phrases for the position you are seeking. If a specific area of industry is important to you, indicate if although it could limit the scope of your job search. Beginners should aim for a brief one-liner.

Ex: Entry-level assistant patternmaker
 Showroom assistant in menswear
 Junior copy writer
 Administrative assistant, cosmetics industry

Job Description

State accomplishments/results that describe any past work experience for each job you list. Don't be modest. Be specific...this is when you can let others know what you have achieved. Start statements with action verbs and phrases (listed on page 4) to add 'punch' to your resume. Avoid using complete sentences that start with "I."

Try to support skills you list with an example from your work history.

Ex: Sketched and modified computer flats for spring collection
 Created line test fabric sheets
 Trained and supervised six sales associates to launch new line
 Handled customer complaints for 3 retail units
 Reduced rates of returns by 28 percent in one year
 Developed 11 new accounts in Accessories Division

Detail your duties and indicate what your accomplishments were on each job situation. Show potential employers what you have done, but eliminate items that are not related to your goal.

Dates
____ to ____ Name of firm _____ Your title _____

Duties _____

Dates
____ to ____ Name of firm _____ Your title _____

Duties _____

Create a Scan able Resume... Here's How!

You can create an electronic document that can be viewed by employers at any time, in addition to the more traditional paper resume that you still need for interviews.

Kinds of Electronic Resumes

A **scannable** resume is a paper resume that becomes electronic when scanned into a computer.

An **E-mail** resume is a file that is created to send through cyberspace and never gets printed on paper. A **home-page** resume exists on the Internet or on a disk for employers to view at their convenience.

Designing a Scannable Resume

Web resumes get scanned by software that searches electronic resumes for *keywords* that define job titles, technical skills, education and experience. Most of these words are *nouns* and your resume gets selected by the number of key words it contains that match what an employer is seeking. The computer will pass over any resume with no key words related to a listing.

Unlike paper resumes where action verbs are important, you need to describe yourself in terms of *key words* and use as many as are appropriate. Begin by highlighting all nouns in your basic resume. If these words aptly describe your background, aptitudes and experience, use them. Include personal qualities as well as technical skills-good organizational ability, self starter, service oriented, etc.

Scanners work best with 10- to 14-point font sizes and simple typefaces that are easy to read. Scanners have a difficult time identifying shapes so make sure letters do not touch each other. Avoid underlining and reverse boxes (black boxes with white text).

Spell out the words *and* and *percent* as some scanners cannot interpret those symbols. Don't use boxes, short vertical lines, columns or series of dots (...). Avoid foreign accent marks and letters not in the English alphabet.

Scanners like white space. Use it to separate sections of your resume. You can use horizontal lines to define sections if they don't touch any letters.

Always include a *subject line*. If you're responding to a specific posting, use the reference number in the subject line. If submitting your resume to a database, sell yourself by including a description of yourself in the subject line.

Print your resume on good quality 8 1/2 x 11" light-colored paper. White or off-white is best. Print only on one side of the page.

If asked to fax your resume, set the machine to *fine mode* for a high-quality printout.

Industry-Related Keywords

apparel specifications	marketing planning	menswear	women's wear
athletic apparel/footwear	market strategies	pattern development	yarn development
consumer assistance	media planning	textile development	

Showroom Sales

Showroom maintenance, day-to-day operation, account calling, trade shows, order and delivery follow-up, telephone solicitation/telemarketing, customer service, problem resolution, data entry, computer skills, assistance for sales executives, sales and communication with design team, new account development, client presentations, sales report generation, sample tracking, Lotus 1,2,3, Microsoft Word, account management, order tracking, merchandise presentations, trade shows, datasheet computation, communication with overseas suppliers and production, billing and payments, collection coordination, shipping report management, product development for clients, travel for fashion shows and market weeks.

Sales

Telemarketing, customer-base development, exceed sales quota, customer relations, problem resolution, number one market share, field sales, trade show, key account sales program, 85 million sales, new account development.

Fashion Design

Concepts, sketches, illustrations, presentation boards, flat sketches, specs, fabric and trims, draping, patternmaking, sewing, computer-aided design, overseas communication, quality control, fabric/trim resourcing, sample correction, line development, communication with overseas factories and suppliers, fittings and corrections, yardage calculation, patternmaking, line sheets, sample prototype production, trend research, sample making, design week organization, preparation.

Graphic Design

Concepts, layouts and production, extensive computer knowledge—Quark XPress, Photoshop, Illustrator, Freehand, HTML, PageMaker, production costing, marketing communications and sales support, material development, signage in-store fixtures, in-house design execution and production, scanning, creating comps, tight deadlines, fast-paced, hi-volume environment, Internet and print design, typography.

Textile Design

Color matching lab dips, strike offs, maintenance standards, tracking, fabric development, development of new fabrics and patterns, concept development, color combinations and board presentations, ability to paint in variety of styles, converter, color matching lab dip management, customer follow-up, CAD experience, researching and designing lines, track production process, recoloring prints, yarn dye patterns, pitch sheets, executing designs on CAD system, concept boards.

Print Artist

Organize fabric presentation boards, categorize fabrics for library, maintain tracking reports, Microsoft Office, develop woven, print and knit designs, print and scanning, execute patterns, designs and color ways, fabric analysis, quality control. Requirements: Strong knowledge of textile design/construction, creative, color sense, style/design sense, CAD experience.

Interpersonal Key Words

ability to delegate	communication skills	high energy	results oriented
ability to train	conceptual ability	industrious	risk taker
ability to implement	creative	innovative	self-management
ability to plan	customer oriented	leadership qualities	setting priorities
accurate	detailed minded	open minded	supportive
adaptable	flexible	organizational skills	takes initiative
analytical ability	follow-through	persuasive	team player
assertive	follow-up	problem solver	team builder
competitive	handle multiple tasks	public speaker	willing to travel

FASHION DESIGN CHRONOLOGICAL RESUME

JANE STUBBS
44 Maple Lane
Spring Valley, NY 10947
(718) 555-5522

- OBJECTIVE** Assistant Designer
- EDUCATION** *Fashion Institute of Technology*, State University of New York
Associate in Applied Science degree, January 2003
Fashion Design major, Specialization – Sportswear
- HONORS & AWARDS** *Fashion Institute Technology*, Dean's List
Sportswear design chosen for college fashion show
Recipient of the Helen Saunder's Academic Scholarship
- INTERNSHIP** *Harve Benard*, New York
Fall 2002
Design Intern
- Researched fabric and trim
 - Organized and maintained fabric swatches, sketched and speeded flats
 - Provided design input on line development
- WORK EXPERIENCE**
- December 2002-present *Andy Johns*, New York
Assistant Designer, moderate outerwear
- Prepared and cut first patterns
 - Checked and corrected samples
 - Maintained swatch book
 - Assisted with selection of fabric trims
- May 2001-August 2002 *Designer* (self employed), Spring Valley, NY
- Established wedding/special occasion dress business
 - Designed and constructed gowns
 - Sourced fabric and trims
 - Maintained all bookkeeping records
- November 2000-June 2001 *Macy 's*, Wayne, NJ
Sales Associate, part-time
- Assisted customers with merchandise selection
 - Arranged in-store display
 - Operated point of sales register
- October 1999-June 2000 *McDonalds*, Spring Valley, NY
Assistant Evening Manager
- Was promoted from counter person to assistant manager
 - Supervised eight counter employees
 - Scheduled work hours for evening employees
 - Responded to customer complaints
- SKILLS** Embroidery and beading layouts, hand knitting and crocheting

FUNCTIONAL RESUME

Best suited for career changes or highly experienced candidates. Highlights your qualifications and skill set.

Kyle Lee
101 Clark Street, #26B
Brooklyn, NY 11201
(718) 555-5555
Klee123@gmail.com

OBJECTIVE

Public Relations

SUMMARY OF QUALIFICATIONS

Marketing, Planning and Development

Created and introduced new advertising products within publication. Evaluated detailed market research information in determining sales feasibility of new and existing products. Oversaw design, copy and promotion of projects. Identified areas of future growth by analyzing past performance and future trends. Developed prospect lists. Formulated competitive rate structures. Prepared and presented sales presentations with demographic statistics specifically compiled for prospective client's target market. Interacted with multiple departments in coordinating and completing all projects in deadline-oriented environment.

Sales/Management

Interviewed, trained and supervised department of 15, which generated 6 million dollars in annual revenue. Instituted incentive programs to motivate reps to higher sales performance. Responsible for forecasts, budgets, establishing sales goals and performance evaluations.

Customer Service

Provided customer service guidelines and training materials. Handled customer complaints. Generated reports and written documentation for upper management regarding client relations.

Merchandising

Merchandised selling floor, handled markdowns and maintained clientele. Assisted fashion director on fashion shows and in-store events. Styled shoot for direct mail brochure and newspaper ads.

EXPERIENCE

<i>New York Post</i> , New York, NY Classified Advertising Manager Classified Advertising Supervisor	January 2008-Present
<i>The Tobe Report</i> , New York, NY Freelance Copywriter	February 2006-March 2008
<i>The Commercial Appeal</i> , Memphis, TN Classified Advertising Sales Rep	July 2003-August 2006
<i>Lord & Taylor</i> , Memphis, TN Sales Associate-Better Dresses	August 2001-April 2003

EDUCATION

Fashion Institute of Technology, State University of New York
Associate in Applied Science, May 2007
Fashion Merchandising Management major, GPA 3.70

University of Memphis, Memphis, TN
Bachelor of Business Administration, June 2003
Marketing major, GPA 3.43

CHRONOLOGICAL RESUME

Rama Naipur
1002 South Drive
Jersey City, NJ 07310
(201) 555-5555

OBJECTIVE

Color Coordinator

EDUCATION

Fashion Institute of Technology, State University of New York
Degree: Bachelor of Science, May 2004
Major: Production Management - Textiles
Presidential Scholar, Dean's List - all semesters

International Fine Arts College, Miami FL
Degree: Associate in Applied Science, May 1996
Major: Fashion Merchandising
Summa Cum Laude
Valedictorian for the class of 1991
Awarded 3rd place for garment design and workmanship at graduation fashion show
Freshman English award

EMPLOYMENT HISTORY

March 1998 - May 2000

Multitrade (buying agency), Bombay, India
Senior Merchandiser - Knits

- Managed sales samples, summer and winter orders for 100,000 units
- Selected vendors for yarn production, dyeing, printing, finishing, knitting and garment manufacturing
- Approved lab dips
- Checked export documentation for all goods shipped
- Supervised three quality control people

September 1997 - February 1998

Intraport India (buying agency), Bombay, India
Senior Merchandiser - Knits and Wovens

- Followed-up on sales samples and final orders
- Checked weaving and knitting facilities and production quality
- Managed two quality control people

October 1996 - May 1997

Clothestime (retail store), Miami, FL
Assistant Management

- Scheduled employees
- Calculated payroll for all store employees
- Displayed merchandise based on colors, coordinating styles and seasons
- Supervised three sales assistants

June 1995 - September 1995

The Twenty-Four Collection (retail store), Bal Harbour, FL
Assistant Buyer - Women's Wear

- Placed orders to international designers
- Followed-up on special orders

COMPUTER SKILLS

Design and Weave, Windows '97, Office '97 and Claris Works

