# ***THE 60-SECOND RÉSUMÉ FOR TODAY’S JOB MARKET***

***START HERE FOR THE HOW TO…***

***Use MSWord – better than templates because you can move sections without losing them!!***

# ***Go To File > Page Set Up> Margins --* TM - .7” BM - .7” LM -.9” RM -1.0” Header/Footer – 0”**

***(The heading – name, address, phone #s, email – should be left justified – we read left to right.)***

**First Name Middle Initial Last Name *– 18B – (leave 2 spaces between each part of your name****.)*

**3216 College Street #42, Lexington, KY 40503 859-xxx-xxxx** **xxxxxxx@kctcs.edu**

**12 point bold**

**Qualifications:** List qualifications the employer may be interested in bullet list. If certain skills are listed In an add, that must be on the list exactly as stated in the add. “Allen Bradley PLC Programming” “Hydraulic Controls”… If they ask for “Seimens PLC’s” and you only have AB, List “PLCs”

***Always start with your most recent*** *education/work experience… use numerical year for your dates* ***(Ex.* 2001*).*** *Give an expected graduation date, not ‘Present’!*

**Education:**

8/20 – Present: Bluegrass Community & Technical College, Lexington, KY

 Major: Business Technology – Real Estate

**Notes on Work Experience section:** *The title of your position is done in bold because an employer is more interested in what you’ve done than who you worked for. Your job description* ***uses action***

***verbs, such as ‘welded/managed/designed/delivered,’ followed by followed by key words telling what you did****.*

**Work Experience: *See example of how to write up your work experience on next page.***

???? – ???? **Title of your position – most recent first if you’ve received promotions**

 Name of business, city, state

* Bullet list of activities

???? - ???? **Position**

Name of business

* Job description

**References Available upon** Request (NEVER list your references on your resume, but have a prepared list to hand to a prospective employer**.** Alert all of your references that you are going to list them and it is not rude to ask if they would mention certain activities or accomplishments. **If you are going to use one of your college instructors as a reference you MUST provide them explicit written permission to speak about how you performed in class. This can come in written form or via Campus E-mail which is considered “signed” due to password policy. I recommend the following statement:**

***“Mr. Binzer,***

***I am writing to alert you to the fact that I am going to use you as a reference for employment. I give you permission to discuss these matters with a perspective employer of mine.***

***If someone calls please recall how I did very well in your Motor Controls I and II classes, that I was the first done in every lab, and was the only student to complete all of the labs in Motor Controls II.***

***Thanks in advance,***

***Bob Wonderteck***

***SAMPLE OF EMPLOYER FRIENDLY RÉSUMÉ***

**Hint: Delete everything above this line and replace Bob’s information with your’s.**

**Bob Wondertec**

**3216 College Street #42, Lexington, KY 40503 Home: 859-xxx-xxxx Cell: 8509-xxx-xxxx** **xxxxxxxxxxx@kctcs.edu**

**Qualifications:**

* PLC Programming using MicroLogix (RSLogix 500) and CompactLogix (Studio 5000)
* Electrical Circuits and Industrial Electricity
* Hydraulic and Pneumatic Systems
* Motor Control Circuits
* Robot Programming with FANUC and Yaskawa systems
* Mechanical Drive Systems
* MIG and Stick Welding
* Computer applications with Word and XL

**Education:**

**8/19 – Present: Bluegrass Community & Technical College, Lexington, KY**

Major: Industrial Maintenance Technology, Associates of Applied Science degree expected May 2021

**Work Experience:**

**8/19 – Present: UPS**, Lexington, KY

**Package Handling.**

* Worked nights loading trucks for delivery.
* Kept conveyor clear of packages, safely transporting packages from conveyors to trucks and loading trucks in an organized and safe manner for delivery.

**9/16 – 8/19: Lexington Manufacturing, Lexington, KY**

**Machine Operator,** **Punch Press;**

* Loaded blanks, operated press, changed tools, monitored operation, tracked tool wear, comparing tool life by manufacturer.
* Through tracking found the tools from one manufacturer lasted 10% longer and saved company 100 man-hours and $10,000 per year.

**5/15 – 9/16:** **Kroger’s**

**Stocker**

* Restocked shelves and organized displays
* Arranged products according to sell-by date
* Assisted customers in locating items.
* Cleaned store as needed

**References Available Upon Request**