

**THE RIGHT FORMULA TO GET HIRED – By Ray Kaelin**  
**THE RESUME AND ITS COMPONENTS**  
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These are examples (as shown in the book) of the important components of any good resume. In this case, it focuses specifically on the major components of any resume for a beginning applicant;

- professional summary with additional areas of competency
- chronological work experience with accomplishments
- academic history
- academic / career goals (not normally part of established resumes)
- IT / computer experiences

**EXAMPLES**

Note: any professional summary is simply that – a summary in one sentence with an inclusion of what you are looking for in a career or job at hand.

**PROFESSIONAL SUMMARY:**

I am an energetic, dedicated and multi-skilled graduate in Education and World History looking for an opportunity to provide instruction and guidance to high school and college students in their goals for academic excellence.

I believe I can do an excellent job for you. Areas of expertise include:

- |                                       |  |
|---------------------------------------|--|
| Classroom Group Dynamics              | Cultural Anthropology                    |
| Academic Motivational Techniques      | Archaeological Tours of Rome and Pompeii |
| Martial Arts Training and Instruction | Ancient Classical Civilizations          |

The following is a sequential, chronological illustration of work experience. It is not wise to jump around on the dates. Show them as a history by listing the most recent first and work your way backwards.

**WORK EXPERIENCE:**

- |  |              |
|--|--------------|
| <b>Lavallette School System, Lavallette, NJ</b><br>Student Teaching High School Students   | 2010-Present |
| <ul style="list-style-type: none"> <li>• Developed a class participation model that is now used by teaching staff</li> </ul>       |              |
| <b>Crab’s Claw, Lavallette, NJ:</b><br>Dining Room Waiter and Busboy Duties  | 2008 - 2010  |
| <ul style="list-style-type: none"> <li>• Created a rotation schedule that reduced the number of no-shows</li> </ul>                |              |
| <b>LASOLA’S Market</b><br>Counter Service and Food Preparation   | 2006 - 2008  |
| <ul style="list-style-type: none"> <li>• Instrumental in revising order processing for more efficient customer handling</li> </ul> |              |
| <b>Centre Cleaners, Sparta, NJ:</b><br>Counter work, order processing, customer service.   | 2001 – 2005  |
| <ul style="list-style-type: none"> <li>• Became the go-to person for custom orders</li> </ul>                                      |              |

For your review, this will help you formulate your particular resume ‘action’ statements

### **RESUME ‘ACTION’ WORDS**

In putting together a resume, there are a number of action words that you can use that convey competence and professionalism in describing yourself. They can be verbs, nouns, adjectives or adverbs. Regardless of type, they will greatly help you in articulating your past accomplishments and current qualifications. These are words I collected over thirty-five years of successfully crafting resumes for myself, and for many others (numerous colleagues, friends, relatives, etc.) to great effect – or so I’m told.

Made	Delivered	Revitalized	Clarified	Significant
Gave	Deployed	Played key role	Imperative	Respected
Furnished	Designed	Slashed	Crucial	Premier
Provided	Optimized	Restructured	Perceptive	Influential
Conducted	Catapulted	Mediated	Innovative	Major
Retained	Orchestrated	Devised	Sophisticated	Prestigious
Contingency	Enhanced	Championed	Preeminent	Talented
Fueled	Dynamic	Reputable	Versatile	Qualified
Elevated	Advanced	Reliable	Practical	Accomplished
Expanded	Innovative	Enriched	Flexible	Veteran
Sharpened	Spearheaded	Enhanced	Exhaustive	Pioneer
Boosted	Strategic	Refined	Simplified	Seasoned
Launched	Commanded	Transformed	Extensive	Mastery
Leverage	Functional	Redesigned	Direct	Candid
Propelled	Committed	Expanded	Sincere	Frank
Captured	Comprehensive	Essential	Executed	Achieved

This is an example of a concise rendering of Academic History. It is important to list your GPA, but if your GPA is poor or lackluster, it’s ok to omit it. But you must show your major course(s) of study. If you can add accomplishments such as student teaching or research projects, so much the better.

### **ACADEMIC HISTORY:**

**KEAN UNIVERSITY, OCEAN, NJ**

Graduation: June 2011

**MAJOR:** World History with Education Certification

**MINOR:** Cultural Anthropology

BA GPA: 3.0.

- Recently, worked as a student teacher

**OCEAN COUNTY COLLEGE, OCEAN NJ**

Graduation: June 2009

**MAJOR:** American History

**MINOR:** Anthropology

AA GPA: 3.0.

- Participated in a number of environmental and cultural research projects.

Lastly, this is an optional category, but a necessary one if you are just starting out in your career. If you're established in a job for more than three years, I would substitute this section with an "IT SKILLS" section

### **ACADEMIC & CAREER GOALS:**

Advanced Degrees in History & Education  
High School & College Instructor

Historical Researcher, Analyst and Scholar  
Global Martial Arts Scholar

If you have extensive experience with IT technologies or computing applications, be sure to express them in the body of your resume but often, it is more effective to segregate these skills in a separate section.

### **IT AND COMPUTER SKILLS**

Web Site Development Skills  
Business Intelligence Applications  
Software Design and Installation

Microsoft Office Proficiency  
Large ERP Familiarity  
SAP Functionality and Financial Systems

In order to keep to a one-page paradigm, you can – as I'd already mentioned – substitute the goals section with the IT section. Compensate (rather than omitting) the section by adding a portion of your goals section onto your professional summary – example as follows in red.

### **PROFESSIONAL SUMMARY:**

I am an energetic, dedicated and multi-skilled graduate in Education and World History looking for an opportunity to provide instruction and guidance to high school and college students in their goals for academic excellence.

Long term, I am focusing on advanced degrees in History & Education where I could qualify as a historical researcher, analyst and scholar. (this is optional, depending on your audience)

In bringing it all together, the resume should look something like this, as shown in the book:

# JOHN QUINCY DOE

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**Any Street or Avenue**  
**Any City or Town, State, Zip**

**Home Phone: 1-222-333-4444**  
**E-mail: johnquincydoe@hotmail.com**

## SUMMARY:

I am an energetic, dedicated and multi-skilled graduate in Education and World History looking for an opportunity to provide instruction and guidance to high school and college students in their goals for academic excellence. I believe I can do an excellent job for you. Areas of expertise include:

Classroom Group Dynamics	Cultural Anthropology
Academic Motivational Techniques	Archaeological Tours of Rome and Pompeii
Martial Arts Training and Instruction	Ancient Classical Civilizations

## ACADEMIC EXPERIENCE:

### KEAN UNIVERSITY, OCEAN, NJ

Graduation: June 2011

**MAJOR:** World History with Education Certification

**MINOR:** Cultural Anthropology

BA GPA: 3.0.

- Recently, worked as a twelfth grade student teacher for Ocean County School district

### OCEAN COUNTY COLLEGE, OCEAN NJ

Graduation: June 2009

**MAJOR:** American History

**MINOR:** Anthropology

AA GPA: 3.0.

- Participated in a number of environmental and cultural research projects.

## WORK EXPERIENCE:

### **Lavallette School System, Lavallette, NJ**

2010-Present

Student Teaching High School Students

- Developed a class participation model that is now used by teaching staff

### **Crab's Claw, Lavallette, NJ:**

2008 - 2010

Dining Room Waiter and Busboy Duties

- Created a rotation schedule that reduced the number of no-shows

### **LASOLA'S Market**

Counter Service and Food Preparation

2006 - 2008

- Instrumental in revising order processing for more efficient customer handling

### **Centre Cleaners, Sparta, NJ:**

2001 - 2005

Counter work, order processing, customer service.

- Became the go-to person for custom orders

## ACADEMIC & CAREER GOALS:

Advanced Degrees in History & Education  
High School & College Instructor

Historical Researcher, Analyst and Scholar  
Global Martial Arts Scholar