

## STUDENT SECTION

### Resume Worksheet Skills Identification

Write down each of your work experiences and/or extracurricular or volunteer activities. Under each, make a detailed list of your tasks and duties in those activities.

Work Experiences (including summer, internship and part-time)

Example:

- Intern--Society Hill Parks and Recreation.
- Demonstrated customer service and interpersonal skills while working as a lifeguard.
- Assisted management in the daily administrative tasks of a recreation facility.
- Displayed leadership and initiative as a camp counselor for 30 children ages 9-12
- Demonstrated computer capabilities; skilled in Microsoft Word, WordPerfect, Excel, Class, and Netscape Composer.

Your turn:

Name of organization:

Skills developed/responsibilities performed/Position held

- 1)
- 2)
- 3)

Name of organization:

Skills developed/responsibilities performed/Position held

- 1)
- 2)
- 3)

Continue to think about your past experiences. Are there any volunteer or extracurricular experiences that you would like to include as well?

Volunteer or Community Service Experience

Name of organization

Skills demonstrated/Accomplished

- 1)
- 2)
- 3)
- 4)

Professional Organizations or Extracurricular Involvement Position Held Skills demonstrated/Accomplishments

- 1)
- 2)
- 3)

Hobbies or Personal Interests

Activity

What did you enjoy about this activity?

- 1)
- 2)

Honors And Awards

Accomplishment

What skill did you demonstrate to win this?

- 1)
- 2)

## STUDENT SECTION

### Powerful Resume Words

#### A

accelerated acclimated accompanied accomplished achieved acquired acted activated actuated adapted added addressed adhered adjusted administered admitted adopted advanced advertised advised advocated aided aired affected allocated altered amended amplified analyzed answered anticipated appointed appraised approached approved arbitrated arranged ascertained asked assembled assigned assumed assessed assisted attained attracted audited augmented authored authorized automated awarded avail

#### B

balanced bargained borrowed bought broadened budgeted built

#### C

calculated canvassed capitalized captured carried out cast cataloged centralized challenged chaired changed channeled charted checked chose circulated clarified classified cleared closed co-authored cold called collaborated collected combined commissioned committed communicated compared compiled complied completed composed computed conceived conceptualized concluded condensed conducted conferred consolidated constructed consulted contracted contrasted contributed contrived controlled converted convinced coordinated corrected corresponded counseled counted created critiqued cultivated cut

#### D

debugged decided decentralized decreased deferred defined delegated delivered demonstrated depreciated described designated designed determined developed devised devoted diagrammed directed disclosed discounted discovered dispatched displayed dissembled distinguished distributed diversified divested documented doubled drafted

#### E

earned eased edited effected elected eliminated employed enabled encouraged endorsed enforced entered entertained established estimated evaluated examined exceeded exchanged executed exempted exercised expanded expedited explained exposed extended extracted extrapolated

#### F

facilitated familiarized fashioned fielded figured financed fit focused forecasted formalized formed formulated fortified found founded framed fulfilled functioned furnished

#### G

gained gathered gauged gave generated governed graded granted greeted grouped guided

#### H

handled headed hired hosted

#### I

identified illustrated illuminated implemented improved improvised inaugurated indoctrinated increased incurred induced influenced informed initiated innovated inquired inspected inspired installed instigated instilled instituted instructed insured interfaced interpreted interviewed introduced invented inventoried invested investigated invited involved isolated issued

#### J

joined judged

#### L

launched lectured led lightened liquidated litigated lobbied localized located

#### M

maintained managed mapped marketed maximized measured mediated merchandised merged met minimized modeled moderated modernized modified monitored motivated moved multiplied

#### N

named narrated negotiated noticed nurtured

#### O

observed obtained offered offset opened operated operationalized orchestrated ordered organized oriented originated overhauled oversaw

#### P

paid participated passed patterned penalized perceived performed permitted persuaded phased out pinpointed

pioneered placed planned polled prepared presented preserved presided prevented priced printed prioritized  
probed processed procured produced profiled programmed projected promoted prompted proposed proved  
provided publicized published purchased pursued

**Q**

quantified quoted

**R**

raised ranked rated reacted read received recommended reconciled recorded recovered recruited rectified  
redesigned reduced referred refined regained regulated rehabilitated reinforced reinstated rejected related  
remedied remodeled renegotiated reorganized replaced repaired reported represented requested researched  
resolved responded restored restructured resulted retained retrieved revamped revealed reversed reviewed  
revised revitalized rewarded routed

**S**

safeguarded salvaged saved scheduled screened secured segmented selected sent separated served serviced  
settled shaped shortened showed shrank signed simplified sold solved spearheaded specified speculated spoke  
spread stabilized staffed staged standardized steered stimulated strategized streamlined strengthened stressed  
structured studied submitted substantiated substituted suggested summarized superseded supervised supplied  
synthesized systematized

**T**

tabulated tailored targeted taught terminated tested testified tightened took traced traded trained transacted  
transferred transformed translated transported traveled treated tripled

**U**

uncovered undertook unified united updated upgraded used utilized

**V**

validated valued verified viewed visited

**W**

weighed welcomed widened witnessed won worked wrote

## STUDENT SECTION

### Resume Tips

- Employ the jargon of your profession. Incorporate words from your courses and use them appropriately.
- Provide as much relevant information as concisely as possible. Explain a little about each position; focus on your abilities and accomplishments. Be specific, use exact numbers when possible.
- A resume is not an autobiography. Choose which experiences you wish to showcase for an employer. Other topics can be discussed during the interview.
- Take the time to design your layout. Your résumé's appearance should be neat and pleasing to the eye. Structure your resume to be consistent and easy to scan.
- Underline, bold or use CAPITALIZATION to emphasize important points. Be consistent in how you highlight throughout your resume.
- Use an 8 1/2 x 11, high-quality white or light colored paper (ivory, beige, light gray).
- Listing relevant courses is helpful for co-ops, internships and fieldwork, but not usually necessary for a full-time job search.
- Place most significant information nearest to the top of page or category. Highlight your position and achievements. Describe what you did; don't assume the reader knows details.
- Ordinarily, it is recommended that a professional objective be included to give direction to your resume and reflect a commitment to your field.
- Eliminate the personal pronouns: I, me, my. Eliminate articles: a, the, an, etc.
- Use key words and phrases instead of complete sentences.
- Resumes should always be computer generated. Use a quality printer for your computer.
- Have a capable person conscientiously proofread your resume for spelling and typographical errors. It should be letter perfect. This is important: your resume is judged as a reflection of how you will approach a position. Errors damage your credibility, sloppiness will likely eliminate you from consideration.
- Stay away from unnecessary words such as "Responsibilities included managing the health fitness center." Say simply, "Managed health fitness center."
- Two-page resumes are acceptable if you have significant information to communicate. However, don't delete important information for the sake of a one-page resume. Don't go longer than two pages. Your name should be typed on page two.
- Functional or functional/chronological resumes are used primarily by individuals who have been out of school for a period of time, are changing career fields or who have interruptions in their work history.
- Don't falsify information on a resume. Market your skills and accomplishments but never exaggerate.
- Don't abbreviate in a resume. The only exceptions are states. Use postal service abbreviations (AZ, GA, MA).

## STUDENT SECTION

### Portfolio Outline

The portfolio is a working document that expresses each individual's strengths and professional competencies so each evaluation will be student based.

#### Resume

A one to two page resume summarizing your experience in the recreation field.

#### Letters of Reference/Recommendation

#### List of Relevant Courses

#### Professional Work Experience/Volunteer Experience

Gather samples of your work from field experiences, internship, volunteer service positions that you held in the field of recreation place them under the following headings. This list is not meant to be an exhaustive list. This work shows to the person interviewing you the level of professionalism in which you operate.

- Program Plans, News Releases, Marketing Campaigns, Special Events
- Program Evaluations, Budgeting, Staff Scheduling, Thank You Letters
- Activity Plans, Flyers, Newspaper Clippings, Facility Development
- Survey development, Brochures, Direct Mailings, Program Promotion
- Leisure Assessments, Individual Leisure Plans, Staff Development
- Policy Formulations, Risk Management, Emergency Action Plans, Staff Orientation, Customer Service, Grant Writing

#### Memberships

Memberships that you currently hold. Display the membership cards that you received.

- Ohio Recreation and Parks Association
  
- National Recreation and Parks Association
- Ohio Recreation Sport Association
- Northeast Ohio Therapeutic Recreation Association
- National Intramural and Recreation Sport Association
- American Alliance for Physical Education, Health, Recreation and Dance
- American Therapeutic Recreation Association
- National Therapeutic Recreation Society
- Employee Services Management
- Resort and Commercial Recreation Association
- Armed Forces Recreation Society

#### Certifications

Other certifications are strongly recommended. Listed are other recommended certifications. This list is not meant to be exhaustive.

- CPR
- First Aid
- Life Guard Water Safety Instructor
- Sport Official (Basketball, Soccer, Baseball/Softball, other)
- Baby Sitting
- SCUBA

#### Conference/In Service Attendance

If you have gone to a conference, show some of the materials that you collected. It is a great way to show that you are active in the profession.

**Other Skills**

Provide additional information in the portfolio that enables a potential internship site or employer to gain a further insight into your persona. Included in this section could be awards (academic, athletic, community service), scholarships received, volunteer service, or your own special skills and talents.

- Photography, Computer Graphics, Web Design
- Puppetry, Fitness/Aerobics, Horticulture
- Massage, Music, Singing
- Sign Language, Foreign Language, Weight Training
- Cooking, Initiative Games, Arts and Crafts
- Aquatics, Story telling, Camping
- Backpacking, Hiking, Caching
- Canoeing, Spelunking, Fishing
- Hunting, Dance, Drama
- Leatherwork, Stress Management, Environmental Education
- Mountain Biking, Rock Climbing, Running
- Softball, Games

## STUDENT SECTION

### Cover Letter Outline

Address  
City/State/Zip  
Date  
{ 2 spaces}

Contact Name  
Title  
Organization  
Street Address  
City/State/Zip  
{ 2 space}

Dear Mr./Mrs./Dr. ,Last name: {Use Title if name is not available}  
{ 1 space}  
Opening Paragraph: {Build a match}

State purpose, Use name of person who recommended you apply. State position seeking, Capture attention  
Use name of mutual colleague or friend. Mention source of lead

Body Paragraphs: {Explain why you are best qualified}

Create interest, Show enthusiasm  
Stress skills, Use self-descriptive words  
Put adjectives with activities, Show commitments honored  
Present confident ton, Tell a brief story  
Illustrate personality, Point to achievement  
Don't repeat your resume, Use action verbs  
State top credentials, Identify how skills were obtained  
Build credibility, Personalize

Closing Paragraph: {Ask for the interview}

Close strongly, Restate solid match  
Refer to your Resume, Explore potential appointment/interview  
Have a strong closing, Stay confident  
State your next step, Take charge  
Initiate follow-up plans, Thanks them for their consideration

{ 1 space}  
Sincerely,  
{ 3 spaces}

Signature  
Type name