

FOCUS

Figure 11.1

Encourage students to look at the resume closely to see the emphasis on skills.

TEACH

Tell students that there is some disagreement about whether to use a sans serif font such as Calibri or a serif font such as Times New Roman in resumes. Because many employers are used to seeing Times New Roman, a sans serif font may look strange to them. For this reason, Times New Roman is used for the resumes in this chapter. This practice is likely to change as Calibri becomes more popular. On the other hand, a sans serif font could work in an applicant's favor if an employer thought the font looked distinctive, not strange.

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Job Objective
Part-time position as an administrative assistant

Office Skills

- Office procedures
- Interpersonal skills
- Customer service
- Business correspondence
- Records management

Computer Skills

- Microsoft Office Professional 2007
- QuickBooks Pro 2009
- Microsoft Publisher 2007
- FileMaker Pro 10

Office Experience

ROYAL PALM FLOWERS, July 2007--Present
Part-time assistant in family-owned business: Answer phone, process orders, assist customers, order supplies, encode data using QuickBooks

BETA CLUB, October 2007--2008
Treasurer: Maintained account ledger, created annual budget, balanced budget, wrote checks

JUNIOR MAGAZINE SALES, January 2008--March 2008
Cochair: Directed sales staff, planned advertising campaign, sold magazines

Education

Davie High School, Weston, Florida. Anticipated date of graduation, June 2011
Office Technology Curriculum
Courses in Accounting, Office Management, Computer Technologies, Microsoft Office Professional 2007, and Business Writing

Activities

Future Business Leaders of America, Vice President, August 2009--June 2010
Soccer, Track, Softball, August 2006--present
Volunteer Reader for the Blind, August 2007--present

Honors and Achievements

Winner, Advertising Competition, FBLA, 2008
Runner-up, Sunrise Spelling Bee, 2009

Figure 11.1 Functional Resume

On the other hand, if the company does not have the same program you used to create the resume or if you are not sure about the program your employer uses, you need to explore other options.

ASCII Text File

One option is to send the document as part of the e-mail message. In this case, the employer receives the resume, but it may look jumbled with strange characters when the employer opens the e-mail.