

ACTS Career Center

www.actscareercenter.org

Connecting Employers with Career Ready Candidates

PLEASE NOTE: ACTS will only provide referrals to employers for client's resumes that meet the following requirements .

ACTS Resume Requirements

1. Must list a "Summary of Qualifications".
Your skills and work history must match the key words and qualifications required for the job you are applying for.
2. Must Include the following sections:
 - a. Professional Experience or Work History
 - b. Education
3. Must be concise and not exceed two pages
4. Submit a cover letter when requested by the employer.

10 Things "not-to do"

When Submitting Your Professional Resume

- Spelling mistakes and grammatical errors
- Opening objectives are no longer required
- Personal attributes
- Use of first person pronouns (I, me, we, they)
- Interests and hobbies
- Details of every task you've ever performed
- Excessive bragging
- Outdated information more than 10-12 years old
- False information
- A lack of professionalism or use of an unprofessional email address

Actions Verbs to use When Preparing Your Resume

Achieved
Assembled
Assigned
Assisted
Budgeted
Built
Checked
Communicated
Completed
Compiled
Coordinated
Created
Delegated

Demonstrated
Described
Developed
Distributed
Encouraged
Established
Examined
Implemented
Increased
Leads/Led
Maintained
Negotiated
Delivered

Organized
Operated
Performed
Prepared
Produced
Reduced
Reorganized
Resolved
Scheduled
Supervised
Supported
Utilized
Wrote

Cover Letter and Chronological Resumes Template

NAME
Address
City, State Zip
Phone Number
Professional Email Address

To: The Hiring Manager

Please consider this letter and my resume for the position you currently have open.

Listed below are other attributes I offer:

- List attributes that relates to the job you are applying for
- List attributes that relates to the job you are applying for
- List attributes that relates to the job you are applying for

I would appreciate an opportunity to meet with you personally to discuss your upcoming plans and how my abilities could be an asset in their implementation and achievement.

Sincerely,

Your Name

NAME
Street City State Zip • Phone • Professional Email address

SUMMARY OF QUALIFICATIONS

- Write four or five bullets statements that highlight your strengths such as experience, and skills
- Write four or five bullets statements that highlight your strengths such as experience, and skills
- Write four or five bullets statements that highlight your strengths such as experience, and skills
- Write four or five bullets statements that highlight your strengths such as experience, and skills
- Make sure you prioritize the statements so the most relevant one comes first

PROFESSIONAL EXPERIENCE

Company Name, Job Title	City, State	Year- Year
<ul style="list-style-type: none">• Write two or more bullets statements about the work you performed on this job• List how you positively affected the organization• Prioritize the statements so that the most relevant one comes first		
<ul style="list-style-type: none">• Write two or more bullets statements about the work you performed on this job• List how you positively affected the organization• Prioritize the statements so that the most relevant one comes first		
<ul style="list-style-type: none">• Write two or more bullets statements about the work you performed on this job• List how you positively affected the organization• Prioritize the statements so that the most relevant one comes first		
<ul style="list-style-type: none">• Write two or more bullets statements about the work you performed on this job• List how you positively affected the organization• Prioritize the statements so that the most relevant one comes first		

EDUCATION

Name of High School or College Attended
City , State
Diploma Received or Bachelor Received

Warehouse Resumes Examples

Name

Address • City & State • Zip Code
Phone Number including area code
Professional E-mail Address

Summary of Qualifications

- Over 10 years experience in the warehouse industry
- Strong ability to work with others and to communicate effectively both verbally and in writing.
- Exceptional organizational/time-management skills.
- Profound ability to initiate to plan for and complete daily minimal direction.

Professional Experience

2002 – Present

Name of Business, City, State

Job Title

- Assist with incoming phone calls and routes to proper person; take and distribute messages. Ensure phone coverage at all times.
- Assist in other administrative duties including data entry.
- Assembled, package and coordinate deliveries for commercial carriers, such as Federal Express and United Parcel Service deliveries.
- Performed designated hazardous waste management and disposal activities and maintain records as required.

Job Title

- Unloaded, unpacked, moved, and loaded materials and equipment; inspecting incoming items to verify conditions and quantities received
- Prepared stock identification tags bearing coded information; places stock in proper storage locations; rotates stock as necessary
- Gathered items from stock, verifying descriptions, and issuing materials, including flammable and hazardous materials.
- Operated self-propelled lift trucks, hand trucks, dollies, and other loading and moving equipment used in warehouse activities

Education

Name of High School
City, State
High School Diploma Received

NAME

Address
City, State Zip
Phone Number
Professional Email Address

SUMMARY OF QUALIFICATIONS

- List How many years in warehouse
- List any forklifts you can operate
- List any valuable skills
- High energy and self-motivated
- Meet and Exceed Established Goals
- Enjoy challenging, fast-paced working environment

PROFESSIONAL EXPERIENCE

Year Started-Year Ended

Name of Business – City, State

Job Title

- Describe your job duties during your employment history
- Describe your job duties during your employment history
- Describe your job duties during your employment history

Year Started-Year Ended

Name of Business – City, State

Job Title

- Describe your job duties during your employment history
- Describe your job duties during your employment history
- Describe your job duties during your employment history

Year Started-Year Ended

Name of Business – City, State

Job Title

- Describe your job duties during your employment history
- Describe your job duties during your employment history
- Describe your job duties during your employment history

EDUCATION

Name of High School or College Attended
City, State
Diploma Received