

Pam's "before" resume does nothing to sell her credentials for her career change goal. The resume's shortcomings include a bland design, multiple errors throughout, lack of accomplishments, and omission of important credentials that could help her stand out from the crowd.

Pamela J. Garrett
84 Worth St
Springfield, MO 65814
417.123.4567
pam@resume-power.com

The objective is too general to be effective and is too focused on Pam's needs, rather than the employer's needs.

Objective:

To utilize my skills and experience, and to advance within the company.

Experience:

Work experience should be in a reverse chronological format (most recent experience first).

U.S. Air Force

Equipment Management Specialist 1986 to 1990

- Conducted inventory control, ensuring corrections of delinquencies and investigated loss through property accounting log.
- Supervised 18 workers in two divisions.
- Assisted with governmental investigation units into internal theft.

Pam states her job duties throughout her work descriptions, but does nothing to show how she positively contributed to her employers' operations.

Springfield Missouri Police Department Springfield, MO

Police Officer 1995 to 1997

- Conducted numerous surveillance operations with County, State and Federal Agencies.
- Processed crime scenes and submitted evidence to crime lab
- Conducted training for area retail stores and their employees in loss prevention.

Springfield Sheriff's Office Springfield, MO

Deputy Sheriff 1998 to 2001

- Located, arrested and returned persons wanted for various criminal offense which also included civil matters; nonpayment of child support, unemployment fraud, and worker's compensation fraud.
- Testified in court to present evidence regarding cases.
- Presented and expedited solutions to assigned calls

Inconsistent use of periods after bullets.

Springfield Security Systems Springfield, MO

Field Inspector-Supervisor 11-01 to 2006

Inconsistent date format.

- Inspection of guards for weekly log
- Explained state laws concerning arrest and detention to employees.
- Demonstrated skillful communication and negotiation skills.
- Input weekly payroll

Education:

Spelling errors appear throughout the resume.

Community Collage of the U.S. Air Force Virginia
Logistic Management 1987

Springfield Community College Springfield, MO

1992-1994

AA Degree in Paralegalism

References available upon request:

There's no need to state that references are available -- this is understood if you are looking for a job, and wastes valuable space at the end of the resume.