

*Take 10 seconds and compare these resumes.*

- ① Read the Education section in Rich's before resume.
- ② Now compare it to the 2nd section in Rich's after resume. Which section is stronger?
- ③ Want ads for AutoCAD operators usually state the version of AutoCAD required.  
  
If you have experience using that version highlight it like Rich did in his after resume.
- ④ The heading AutoCAD R12-1,000 + Hours also highlights the number of hours Rich had completed on AutoCAD. This is impressive.

## **BEFORE**

Richard Wainwright  
Old Road Barn #234  
Boise, Idaho 83876  
(555) 555-5555

### Objective & Qualifications

Employment as a Computer Draftsman with advancement opportunity.

#### Achievements include:

- Experienced drafter employed with Boise / County PUD.
- Experienced in architectural drafting.
- Detail oriented, committed to superior customer satisfaction.
- Track record of success in setting and meeting ambitious company goals.
- Extensive experience training, supervising and monitoring up to 30 people in a fast paced production environment.
- Responsible for store marketing in greater Boise area.

### Education

ITT Technical Institute, Boise, ID  
Currently working towards an Associate of Applied Science Degree in Computer Aided Drafting Technology. This is a two year program with a graduation date of November, 1996. This program has given me over 1000 hours experience on AutoCAD R12. To date I have maintained a 3.72 GPA while working full time.

### Experience

PUD Auditor - MSE Corporation  
Plotted service locations for Boise / County PUD customers and audited power pole and transformer attributes.

Computer Draftsman - Buckley Design Group  
Projects include kitchen design and electrical schematic overlay.

Restaurant Manager - Godfather's Pizza Inc.  
Developed sales forecasts and quarterly budgets.  
Responsible for staffing and training program development.  
Designed and executed local marketing programs with various community groups.

## AFTER

Richard Wainwright  
(555) 555-5555

Old Road Barn #234  
Boise, Idaho 83876

*Seek a Drafting / AutoCAD position  
utilizing the following Drafting and Management background:*

- CAD Technology, A.A.S. Degree - ITT Technical Institute 1996.
- AutoCAD Draftsman - preparing commercial building layouts, electrical schematic overlays and residential floor plans.
- PUD Drafter / Plotter - generating computerized GIS plotting of 4,000 locations.
- Project / Customer Service Manager - overseeing operation with staff of 30 and sales in excess of \$670,000 annually.

### AutoCAD R12 - 1,000+ Hours

- Completed 1,440 hours of CAD and manual drafting in a program recognized for "hands-on" training - ITT Technical Institute. Maintained 3.72 GPA while working full-time.

AutoCAD Programming	Architectural Drafting	Project Management
Menu Programming	Civil/Topographical Maps	Cost Estimating
Symbols Library Development	Mechanical Fasteners, Gears, Casts	Load, Stress and Heat Loss
3-D Drafting Techniques	Industrial Piping & Flow Diagrams	Calculations
Electronic Logic Diagrams	Structural Steel & Concrete Assemblies	Project Status Reports
Applied Physics	Printed Circuit Layout	Planning and Scheduling

### *AutoCAD Draftsman - Buckley Design Group*

- Utilized AutoCAD to draft commercial kitchen layout and electrical schematic overlay.
- Developed kitchen floor plan from sketch and appliance specifications.
- Determined location and type for outlets based on code and demand.

### *Computerized Drafting / Plotting - PUD Auditor, MSE Corporation*

- Utilized microstation program to draft, plot and inventory attributes for 4,000 service locations, creating over 800 computerized geographical information system maps.
- Accessed network system to load and download GIS maps.
- Conducted site inspections to determine overhead or underground power transmission attributes including primary, secondary and type of phasing.

### *Project Management / Customer Service - Godfather's Pizza Inc.*

- Managed operations with annual sales in excess of \$670,000, supervising customer service for over 4,000 clients per month.
- Developed and implemented special projects which increased revenues over \$40,000.
- Hired, trained and supervised 30 staff in customer service, sales and facility operation.
- Prepared administrative documentation including sales forecasts, quarterly budgets, weekly sales analysis, cash control worksheets, accounts payable worksheet, purchase orders and schedules.
- Purchased up to \$10,000 per month in supplies, maintaining 15 key accounts with vendors.

*Read Rich's job titles in the Experience section of his before resume.*



- ① Compare them to the last 3 titles or skill headings in his after resume.
- ② Which ones are stronger? Is Project Management / Customer Service better than Restaurant Manager for a drafting position?
- ③ This shows how to slant your job titles or skill headings to match your job objective.
- ④ Use the after examples to create your resume. Include 4 - 8 statements about each job. You'll get more interviews and better salary offers if you do.