

# EXPERIENCE

*"If you're looking for long-term results, don't take a short-term summer job."* Let's face it--it's a lot easier to stay at home during the summer. That is what most people do. In fact, they get very little real experience that will separate them from their competition.

The person you one day will be, you are now becoming. In addition, the resume you one day will use to attract employers and graduate school deans, you are now building. What does your resume look like at the moment?

Enclosed is a copy of Mike Rabon's resume~. Notice the difference between his actual resume and what it would have been if he had not participated in and excelled in Thomas Nelson's Sales and Management Internship Program (now the Varsity Internship Program). Most of your friends will have resumes that look like this.

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*(Had he not participated in the Varsity Sales and Management Internship Program, this is how his Resume would appear except for typical summer jobs.)*

A. Michael Rabon  
Nelson Place at Elm Hill Pike  
Nashville, TN 37214  
(615) 889-9000

OBJECTIVE: Responsible Career Position in Business Management or Sales with opportunity for advancement.

EDUCATION: Bachelor of Arts POLITICAL SCIENCE/BUSINESS ADMINISTRATION minor.  
EAST CAROLINA UNIVERSITY, Graduation date: December 1986.

EXPERIENCE: City of High Point, Traffic Surveyor, High Point, NC. Summer, 1980  
Guilford County Schools, Bus Driver, High Point, NC. January 1978-June 1979  
As You Like It Inc., Lamp Builder/Shop Worker, High Point, NC. Summer 1979  
David McKnight Company, Swimming Pool Assistant, High Point, NC. Summer 1978

## CAMPUS

ACTIVITIES: Society for The Advancement of Management  
Student Government Refrigerator Rentals  
Alpha Omicron Pi Big Brother President  
Intramural Team Captain  
Dorm Suite Representative  
Pirate Club Fund Raiser  
Ambassadors Volunteer For Telethon

REFERENCES: Furnished Upon Request

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EXPERIENCE

*It is not the critic who counts; not the man who points out how the strong man stumbled, or where the doer of deed could have done better. The credit belongs to the man who is actually in the arena whose face is marred by dust and sweat and blood; who strives valiantly; who errs and comes short again and again; who knows the great enthusiasm, the great devotions and spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly; so that his place shall never be with those cold and timid souls who know neither victory nor defeat.*

- **Theodore Roosevelt**

-----A. MICHAEL RABON-----  
Nelson Place at Elm Hill Pike  
Nashville, TN. 37214  
(615) 889-9000

- OBJECTIVE:** Responsible Career Position in Business Management or sales with opportunity for advancement.
- QUALIFICATIONS:** Have successfully recruited, trained and managed over 90 student salespeople. Personally called on over 10,000 potential customers.
- EDUCATION:** Bachelor of Arts POLITICAL SCIENCE / BUSINESS ADMINISTRATION minor. EAST CAROLINA UNIVERSITY, Graduation date: December 1986.
- EXPERIENCE:** **THOMAS NELSON SALES AND MANAGEMENT INTERNSHIP PROGRAM (1981~1986)**  
Nashville, TN.  
Managed my own business marketing educational and religious books door to door. Participated in one week sales training school and various management training seminars each year.  
WORK OVER 75 HOURS PER WEEK each week of the summer while selling and managing sales teams in Texas, Arkansas, Louisiana, Mississippi and Kentucky.  
WORK OVER 60 HOURS PER WEEK recruiting/interviewing students each spring semester. Was able to pay 100% of my college expenses from summer savings.
- HONORS:** Honors Below are ranked from 400 student salespersons and 70 student managers.
- 1985 - #4 Student Manager Award, Diamond Award (working over 75 hours each week), President's Club Award (selling \$2,000.00 worth of \$40 books in one week).
  - 1984 - #2 Student Manager Award, #10 Experience Salesperson Award, Diamond Award and President's Club Award.
  - 1983- Per Man Average Award, #5 Student Manager Award, #12 Experience Salesperson Award, Diamond Award and President's Club Award.
  - 1982 - Diamond Award and Award of Excellence (record-keeping).
  - 1981 - #3 First Year Salesperson Award and Diamond Award.
- OTHER WORK EXPERIENCE:**
- City of High Point, Traffic Surveyor, High Point, NC. Summer, 1980
  - Guilford County Schools, Bus Driver, High Point, NC. January 1978-June 1979
  - As You Like It Inc., Lamp Builder/Shop Worker, High Point, NC. Summer 1979
  - David McKnight Company, Swimming Pool Assistant, High Point, NC. Summer 1978
- CAMPUS:**
- Society for The Advancement Of Management
  - Student Government Refrigerator Rentals
  - Alpha Omicron Pi Big Brother President
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  - Dorm Suite Representative
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  - Ambassadors Volunteer For Telethon
- REFERENCES:** Furnished Upon Request

# WHAT IS A RESUME?

by Joe Martin  
VIP Director of Training & Management Consultant

*Most of you know that for several years prior to my coming with Varsity, I served as National Training Director for a national company based in Los Angeles. In this position I was responsible for hiring and training all the sales and management personnel.*

*In that capacity I literally saw thousands of resumes and interviewed hundreds of people for positions. The people that sent in resumes ranged from college graduates to people with 20 or more years of experience. I interviewed people from coast-to-coast who came from a wide variety of backgrounds.*

*For the last several weeks I have been helping Mike Rabon in his job search. In visiting with him, it became obvious that many students do not receive proper counseling regarding preparation of a resume. It also dawned on me that many of you would be interested in knowing what I used to look for in a resume and how you might better prepare yourself for your future career search.*

## (1) PURPOSE

The main thing to keep in mind about a resume is that the purpose of it is to arouse curiosity in the interviewer. If you tell everything about everything you've ever done, there is no reason for curiosity. Your objective is to get an interview. Therefore, to the point, and arouse curiosity in one page.

## (2) FOCUS ON ACCOMPLISHMENTS

Just stating how you spent your time is not enough. You should HIGHLIGHT achievements and show how you have improved, handled responsibility, and functioned as a leader. Think about it. A company is looking for leaders--people who have been tested under fire.

## (3) GIVE THE BIG PICTURE

Your resume should be an OVERVIEW SUMMARY of you. The interviewer should be able to get a clear overview picture of you and your accomplishments. Emphasize your positive points but don't exaggerate. A good interviewer will get to the truth eventually.

## (4) STATE THE TRUTH

Let's consider something. If an interviewer wants to see 100% of the true picture about you and your accomplishments, he up front realizes that you are only going to describe your good points. So he mentally cuts your resume in half.

Next, he realizes that most people use flowery language to exaggerate their accomplishments. So he mentally cuts it in half again.

With these points in mind, the best approach to a resume is to state the simple, true, positive facts in a brief manner to arouse curiosity. If you have what they are looking for, you'll get an interview.