

SERVICES

MAU provides job opportunities and career direction for job seekers that best match their experiences, availability, interests and financial needs.

MAU offers full-time, contract, part-time and temporary services available in a wide range of disciplines:

- Professional
- Office
- Industrial
- Technical
- Information Technology
- Medical

Take advantage of our services at no cost to you!



Send us your resumé.

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CERTIFIED
MINORITY
ENTERPRISE
NMSDC
CMSDC
CSTMBC
GMSDC
NCAIED/UIDA

Is this the response you hear when inquiring about a job opportunity?

A properly constructed resumé can be a powerful sales tool that opens career doors!

Send me your
“RESUMÉ”

RESUME tips

- Mention any education related to the position for which you are applying.
- Emphasize accomplishments /desired qualifications.
- Describe your role in outside activities or professional associations related to your career objective.
- Don't state a specific salary requirement.
- Don't leave gaps in the resumé; omissions may be interpreted as attempts to hide negative details about your background.
- Don't list reasons for leaving positions; however, be prepared to furnish this information at an interview.
- Don't be too brief or too lengthy. One page is enough for new graduates; two pages maximum.
- Don't use unusual resumé format; this attracts negative attention.
- Use bullet format instead of long paragraphs.
- Use short, concise sentences; avoid "I" or "me".
- Mail only with a cover letter addressed to a specific officer of the company, if possible. State your reasons for wanting to change professions, etc.
- Do follow-up with the company to verify they received your resumé and to check status of job opening.

FORMAT GUIDE

1 Your Full Name

- Your Address
- Your Telephone Number
- Your Email Address

2 EDUCATION

- Degree and Major, University (full and correct name), location
- List technical school, etc. (if non-degreed)
- List any readily recognized honors and awards

Example:
BS, Ohio State University, Columbus, Ohio, 1997, Phi Beta Kappa
Attended Sony Workshop for Video in Training, 1999

3 EXPERIENCE

- Month/Year
- Name and location of company, including division or branch, if applicable
- Job title
- List responsibilities
- Stress achievements, particularly those that apply to the job you are applying for
- If you held different jobs with the same company, split them out according to dates

Example:
XYZ Widget Corp., Louisville, KY (5/97 to present)
Supervisor Line 1. (7/98 to present)
Responsible for supervising first shift line production.
Widget Installer (5/97 to 7/98)

OUTSIDE INTERESTS/VOLUNTEER EFFORTS

List them

4 REFERENCES

How your resumé should look.

Education

SCHOOL

2 ADDRESS

MAJOR

DATES

SCHOOL ACTIVITIES

If you have attended more than one school, include them in chronological order starting from your most recent school.

Previous Employment*

3 NAME OF EMPLOYER

ADDRESS

JOB TITLE

DATES

If you have been employed by more than company, or held multiple positions at one company include them in chronological order starting from your most recent job.

References**

4 NAME

ADDRESS

TELEPHONE E-MAIL

Include up to four individuals for personal references. They should appear in alphabetical order.

Sample resumé layout

1 **John Doe**
0000 Anystreet St.
Anytown, GA 00000-0000
(000)000-0000
jdoe@internet.com

2 **EDUCATION**
BS, Ohio State University, Columbus, Ohio, 1997, Phi Beta Kappa
Attended Sony Workshop for Video in Training, 1999

3 **EXPERIENCE**
XYZ Widget Corp., Louisville, KY (5/97 to present)
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XYZ Widget Corp., Louisville, KY (5/97 to present)
Supervisor Line 1. (7/98 to present)
Responsible for supervising first shift line production.
Widget Installer (5/97 to 7/98)

OUTSIDE INTERESTS/VOLUNTEER EFFORTS
Football, Gardening and Public Service

4 **REFERENCES**
Jane Smith
Louisville, KY
(000)000-0000
jsmith@internet.com

Jane Smith
Louisville, KY
(000)000-0000
jsmith@internet.com

* Summer and Part-time. ** Get permission before using names.