

General Instructions:

Purpose

The resumes have a wide range of uses. The primary use is to assist in staffing roles on customer projects and within Intellinex. Please follow these instructions as close as possible. Consistency is important for numerous reasons, particularly for use in proposals. Inconsistent looking resumes or non-standard resumes are not very useful. The sales teams want to minimize rework of resumes for use in proposals.

Procedures

Resume templates and samples are provided in the Intellinex database under the categories of SHORT, LONG and ADMIN.

Long or Short Resumes

Resumes must be named with the individual's last name followed by a _1 or _2 (e.g., Smith_1). The _1 indicates the standard one-page resume (SHORT) that will be included in the Intellinex Resume Directory. If you wish to provide more detailed information for client proposals or projects, it can be included in the _2 document (LONG). This would include more extensive experience, education majors, organizations, awards received, etc. List the experience in chronological order. It would be expected that people in supervisory positions would have both a short resume and a long resume.

In order for this process to work smoothly, please observe the following rules:

- Make use of the templates provided in the Template folders. Please follow the naming conventions listed above.
- Save your resume on your hard drive (you will now need to attach it to the resume database).
- Open the resume database and locate your name. Edit your resume by double clicking anywhere in the file. If your name is not in the database, create your file by double clicking on "create" and then "Intellinex Resume". Enter your name and information.
- Place your cursor where you want to add your resume and attach it using the "paper clip" attach key on your toolbar.

- Save your resume.

Electronic Picture

- If you attended Intellinex orientation and had your picture taken, the photographer will send your picture to Kim Sturgis. Kim will have it scanned. Once the picture is scanned, Kim will add to your already created resume file, or create a resume file with your picture file in it (Electronic Photo File).
- If you do not have a picture on file, please contact Kim Sturgis. Photographs must be taken by a professional photographer.
- *Do not paste your photo into a word document and send it to us.* We must be able to crop and size photos to the Intellinex standard.

Content

Background (Top left block):

This briefly overviews your current title (lowercase), your current department, and your current projects. It can also detail your specialties (e.g., industry, instruction, hardware, software). Please give your year's total experience.

Selected Experience (Main block):

This lists your E&Y work (starting with the most recent), and then previous employers, if relevant. Each diamond-shaped bullet point should start with a strong past-tense verb (e.g., Developed, Instructed, Created, Coordinated) and briefly describe the major projects or engagements you've worked on.

Education (Bottom block):

This briefly describes your degreed education, formatted as follows, starting with the most recent degree:

M.B.A., Case Western Reserve University

M.S., Indiana State University

B.S., Purdue University

The field of your degree will not be listed in the SHORT version of your resume (see below), but may be kept in the LONG version. Also, minors are not listed, cities are not listed, and there is no end punctuation. Other types of training may be listed after degrees (e.g., certification by ASTD, SAP, CPA). ***PLEASE DO NOT LIST DEGREES THAT ARE COMPLETED.***

Admin Resumes

Resumes must be named with the individual's last name followed by a _3 (e.g., Smith_3). Follow the prompts in the template for resume completion.

Overall Rules

- Everyone in Intellinex should have at least a SHORT or ADMIN resume in our database. If you are likely to serve in an external consulting role or want to serve clients, please fill out both the LONG and SHORT forms of your resume.
- The LONG resume should contain all previous work experience, including employer names. The SHORT resume should be no longer than one page (ideally, it should be at least 3/4 of a page). It may refer to experience outside E&Y, but should not list any previous employer names (e.g., Developed training for a major hospital system). Locations and dates are not listed on the short resume.
- Our capitalization style, following *The Chicago Manual of Style*, is that job titles are *not* capitalized unless they immediately precede a person's name, and generic department names (e.g., human resources) are not capitalized. Avoid capitalizing other generic business terms like train-the-trainer, company, self-study, and firm unless it refers to a proper noun.
- The following are commonly formed as one word, without a hyphen: firmwide, worldwide, multimedia, redesign, desktop, online, and coordinated.
- Be careful to type hardware and software names as they are printed on manuals or the *About...* screen (e.g., Microsoft (not MicroSoft), Notes, PageMaker, BaaN, Photoshop, and Internet). Also, the counterpart to the Mac platform is PC, not IBM.
- Italicize the names of Intellinex or E&Y programs you list (e.g., *Consulting for the Advanced Practitioner*).
- End each bulleted item with a period.
- Minimize (or explain) usage of acronyms and abbreviations (but always abbreviate E&Y).
- Minimize use of unnecessary words (e.g., the, a, an, that, etc.) to maximize space.
- Minimize use of unnecessary adjectives or adverbs. State the facts. Do not exaggerate nor should you have false modesty about your accomplishments.