



8 EASY STEPS TO A BETTER RESUME

One Page Resume

Recruiters do not read your resume; they do a 5-10 second "spot check" of your resume. **Keep your resume to one page.** Think about what is really important for a recruiter to see.

Proofread Resume

Be sure to proofread every square inch of your resume, and it's important to have someone else proofread it, too, whether it's just to check grammar and spelling, or to go deeper such as content.

Finishing Touches

Remove the hyperlink from your email address. Otherwise, it may look strange when printed. Use a professional sounding address.

Convert resume file to PDF

Make sure your resume looks the same to everyone that opens it by converting it to a PDF.

References

"References upon Request" is understood and unnecessary to include on a resume. Save those until an interview.

Aesthetics

A resume should look attractive as well as have good content. Utilize CAPITAL letters, *italics*, **bold print**, underlining and bullets. Use a standard size paper (8.5x11) with black text in a standard font such as Times New Roman or Georgia in a 10-12 point size.


Avoid long sentences, use bullets instead. Start each bullet point with a (different) action word. See list of action verbs in this packet.

Chronological vs Functional

The old standard is to list experience from most recent. Consider listing information by importance instead, especially if experience is limited.

Experience

Experience is not limited to paid jobs, it can also be from volunteer work, leadership positions, church ministry, campus activities, athletics, etc.



Cover Letters 101

Whether sent via email or written in a traditional letter format, job search correspondence such as cover letters and thank you letters are an essential part of your search for internships and jobs.

Well-written, targeted cover and thank you letters set you apart from other candidates by specifically marketing you as a candidate for the position for which you are applying.

Poorly written and/or generic letters convey the message to employers that you are not really interested. Remember, when you're competing against other qualified candidates, good writing and careful proofreading can make the difference in getting an interview!

Good cover letters present a brief overview of your qualifications as they directly relate to the qualifications sought by the employing organization.

Cover letters motivate the reader to want to learn more about you and, hopefully, invite you to interview. Cover letters should never be (or even appear to be) generic or mass produced. Each cover letter should be tailored to the position for which you are applying.

In most instances, cover letters should NOT exceed one page!

There are three main parts to every cover letter:

Part One (the introductory paragraph)

State Your Case: *Tell the reader why you are writing*

In this section, provide specific information about why you are writing, including the position for which you are applying and how you learned about it. If you have been referred by someone, mention that person's name.

Part Two (the body paragraph)

Defend Your Case: *Tell the reader why they should care that you are applying*

Use this section to give examples/details of your education, experience, skills and other qualifications that match with the qualifications the employer is seeking (as outlined in the position description, job announcement, etc.). This section offers a preview of your qualifications and "teases" the reader to learn more about you through your resume. Not all of your accomplishments are relevant, so only present information that is relevant to the reader's decision-making regarding your application.

Part Three (the closing paragraph) –

Close Your Case: *Wrap up the letter and talk about next steps*

Use this section to reinforce and summarize your most relevant qualifications, cite attachments (resume, writing samples, references, etc.), suggest a follow up meeting/interview; provide information about your availability; and thank the reader for her/his time.

The Rule: A cover letter should accompany your resume **every time** you apply for a position, whether the employer asks for one or not! It is a valuable marketing tool.

THANK YOU LETTERS: After an interview, utilize the opportunity to follow up with a thank you letter/email. A brief note, highlighting a point or two from your meeting, will remind the interviewer that you are interested in the position and may set you apart from others that are being considered. Even if you are not hired, this may help leave the door open for future opportunities.

Template for traditionally mailed cover letter:

Your Name
Address
City, State, Zip
Phone
Email address

Date

Employer's Name
Title
Organization Name
Street Address
City, State Zip Code

Dear Employer's Name:

Paragraph One: State your case

Paragraph Two: Defend your case

Paragraph Three: Close your case

Sincerely,
Your Name

Template for emailed cover letter:

Subject line: Your name, position of interest

Dear Employer's Name:

Paragraph One: State your case

Paragraph Two: Defend your case

Paragraph Three: Close your case

Sincerely,
Your Name
Address
City, State, Zip
Phone
Email address

Should You Use a Chronological or Functional Resume?

Resume Formats: Chronological vs. Functional Resume Styles

Too many people make the mistake of thinking that a resume's purpose is to get them a job. Actually, resumes open and close doors. Their main purpose is to make an employer interested enough to invite you in for an interview.

But how do you create that interest when you don't exactly fit the mold? Just as people come in different sizes and shapes, so do resumes.

Chronological Resumes

The chronological resume seems to be the most popular format used. This type of resume usually contains an objective and/or career summary statement and a chronological listing (from most recent to past) of all your employers along with related accomplishments. Educational information is included along with certifications and special skills.

This type of resume may be fine for someone who is experienced, but if you are switching careers or are just entering the workforce, this type of resume will most likely help you wind up in the "no" pile. So how do you showcase your talents if you can't lay them out like everyone else?

Functional Resumes

Take the time to develop a strong functional resume. Functional resumes highlight your abilities, such as hiring, managing or coaching, rather than your chronological work history. You'll still need to summarize your work history, but this is usually done at the bottom of your resume. Don't panic. By the time the reader has gotten to that point, he is usually sold on bringing you in for an interview.

Who Should Use a Functional Resume?

A functional resume is particularly useful for people who:

- Are recent graduates with minimal experience in their field of study
- Have gaps in their work history.
- Are reentering the workforce.
- Have frequently changed jobs.
- Are looking to transition into new careers.
- Don't exactly fit the mold of what recruiters are looking for in the positions they want.

The reason functional resumes work well in these situations is that many of us have acquired skills while working that are very transferable. For example, if you have worked as a retail manager, chances are you were responsible for hiring, training, coaching, evaluating and handling employee relations issues.

If you were to submit this information in a chronological resume, there's a good chance a hiring manager (or computer) might skip right by you, because you did not hold the title of human resources manager, even if 50 percent of your day was spent dealing with HR-related issues.

It all comes down to how you package yourself. You can give employers the same information, only in a new and improved package. This is bound to get you more interviews, which will increase your chances of landing the job you want.

Sample Resume Outline

The following information should be included on all resumes, the order of this information depends on the style of resume used (chronological vs functional).

CONTACT INFORMATION

- Name, address, phone (if listing your cell, consider changing your voicemail to something more professional)
- E-mail addresses (use a professional sounding address or your name, make sure you check this email address daily)

PROFESSIONAL OBJECTIVE

- Statement describing the job or type of job you are seeking.
- This statement should be one or two sentences only.
- Writing the objective specifically for a job is the most effective approach

CORE COMPETENCIES/SUMMARY OF QUALIFICATIONS/PROFESSIONAL PROFILE

- Bulleted list of skills/abilities, not more than ten
- Highlight “soft skills” in this section
- Listing this section early on in resume can give attention to one’s skill set.

EDUCATION

- College (Degree earned, date or anticipated date of graduation, also include honors if applicable)
- Only include High School attended if student is a college freshman or sophomore (exception: the student achieved academic honors or high school is notable or relevant)
- List most recent degree first

EXPERIENCE

- Experience: This should be the highlight of your resume. Remember, experience is not limited to jobs held. It can include anything that relates to your professional objectives. Consider also church/ministry work, military experience, leadership positions, and volunteer work. This is especially valuable for recent college graduates who may not have worked for pay in their field, but want to highlight leadership positions and other related experiences.

OPTIONAL SECTIONS

- Activities: Leadership roles and other key activities. List items that represent a balance, not just one activity (i.e. all sports) Items should appear in list format.
- Honors/Awards: At least two items are necessary, otherwise include in Experience or Activities

For positions in ministry, the following may also be included:

CHRISTIAN TESTIMONY/ PHILOSOPHY OF MINISTRY

- Briefly share how you came to know the Lord and your concept of ministry



Sample of Chronological Resume

JANE DOE

123 Main Street Somewhere, Indiana 12345
Mobile: 555 555 5555 **Email:** janedoe@gmail.com

OBJECTIVE

Full-time position as communications specialist.

EDUCATION

Bachelors of Arts in Communication May 2012
Somewhere University, Somewhere, Indiana
GPA 3.5

WORK EXPERIENCE

Communication Intern May 2011- August 2011
Somewhere Media Offices Somewhere, Indiana

- Composed daily press releases
- Planned and coordinated large scale events (Parade of open homes and dash for cash)
- Evaluated as “exceeding expectations” by Internship Supervisor

Admissions Assistant August 2010-May2011
Somewhere University Admissions Office, Somewhere, Indiana

- Cultivated relationships with prospective students via email, telephone and during visits.
- Navigated students through admissions process.
- Maintained GPA of 3.5 as full time student while also working 15 hours per week

COLLEGIATE AND COMMUNITY EXPERIENCE

| Leadership | Collaboration | Motivation | Decision Making | Public Speaking | Serving |
|--|---------------|------------|-----------------|---|---------|
| <ul style="list-style-type: none">• Philanthropy Committee Chair, 2011-2012• French Club, 2009-2012• Student mentor, 2011-2012• University Chorus Member, 2008-2012 | | | | <ul style="list-style-type: none">• Relay for life team Captain, 2009 & 2010• Sports night leader• Special Olympics Coordinator, 2011• Member of Alpha Alpha Alpha | |



JONATHAN BENTLEY, E.I.T.

100 Central Rd.
Middletown, MT 55555

JBentley@email.com

555-111-1212 (home)
555-222-3434 (cell)

Dedicated civil engineer with experience in structural and transportation design and proven leadership abilities.

CORE COMPETENCIES

- Structural Investigation & Design
- Construction Drawings
- Budgeting and Scheduling
- Computer Aided Design (CAD)
- Project Management
- Groundwater Monitoring
- Conceptual Design & Development
- Hydraulics & Hydrology
- Floodplain Management

EDUCATION

Bachelor of Science: Civil Engineering, emphasis in Structure May 2003
Northern State University, Uptown, NY

RELEVANT PROJECTS

Urban Lake and Park Development for City of Centreville, NY
Scope of design included storm water runoff, earthwork, structural analysis of retaining wall, and parking/sidewalk design.

- Designated Project Manager of four-member team.
- Retained quality control over project scope to preserve manageable size and avoid State violations.
- Initiated communication with city engineers and Fish & Game personnel on project-related issues and guidance.
- Maintained project schedule and completed on time. Received an 'A' grade on project.

SELECTED ACHIEVEMENTS

- Earned status of Engine Boss and Incident Commander Type 4 and oversaw wildfire control, including methods of attack, personnel and equipment requirements, and strategic planning; maintained personnel and public safety.
- Supervised up to 150 personnel and all equipment needs including air tankers, engines, helicopters, and water tenders.
- Preserved safety of crew by implementing strategic plans of attack against wildfires.
- Developed strong leadership and communication skills as demonstrated by high-level of performance by crewmembers.
- Facilitated training regimens for crew; many members promoted as a result.

EMPLOYMENT HISTORY

| | |
|--|------------------------|
| Delivery/Yard Crew: Big Tree Lumber Co., City, M | 2003–Present |
| Forestry Technician: Tonto National Forest, City, CA | FT Seasonal, 2000–2003 |
| Type 2, 3 and 6 Crewmember: Rural Metro Fire Dept., City, CA | FT Seasonal, 1998–1999 |

TECHNICAL & RELATED

MS Word Excel PowerPoint Project/AutoCAD Montana Commercial Driver's License

Management/

Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined

supervised
terminated

**Communication/
People Skills**

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed

recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote
reconciled

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested
Technical Skills
adapted
assembled
built
calculated
computed
conserved
Constructed

debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled

repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

Financial/

Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

Creative Skills

acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
Photographed

Planned
revised
revitalized
shaped
solved

Helping Skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarize
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported

**Organization/
Detail Skills**

approved
arranged
cataloged
Categorized
charted
classified
coded
collected
compiled
corresponded
distributed
Executed
filed
generated

implemented
Incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

**More verbs for
Accomplishments**

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won