



Create a Great Resumé

A **resumé** is an important document that professionals use to get jobs as well as promotions.



Employers generally spend **less than 10 seconds** reviewing a resumé the first time around.

Contact Info

- Name
- *Professional* email address
 - no silly ones
- Phone number
 - professional voicemail
- Mailing address - optional





Summary

Professional Profile

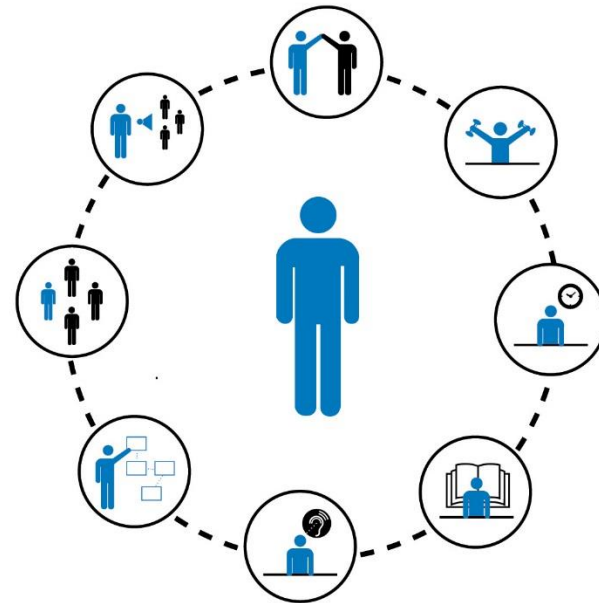
- who you are professionally
- what you have to offer an employer

Example:

*A dedicated professional with **3+ years experience** in retail management. Specialize in maximizing site profits through employee retention and efficient inventory control.*

Skills/Qualifications

- Related to the position you are seeking
- Use columns for lists
- Include soft skills **only** if important to the job





Skills

Skills Preferred by Employers

- Work in a team structure
- Make decisions and solve problems
- Verbally communicate with persons inside & outside the organization
- Plan, organize, and prioritize work
- Obtain and process information
- Analyze quantitative data
- Technical knowledge of the job
- Proficiency with computer software programs
- Create and/or edit written reports
- Sell or influence others

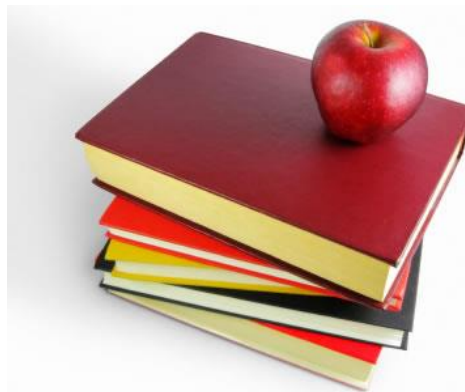
Source: NACE Job Outlook 2015



Education

- Names of schools, years graduated or anticipated, major, GPA (> 3.2), honors
- Job-related certificates, certifications or licenses (include dates awarded)

Note: Include high school **only** if you do not have other education

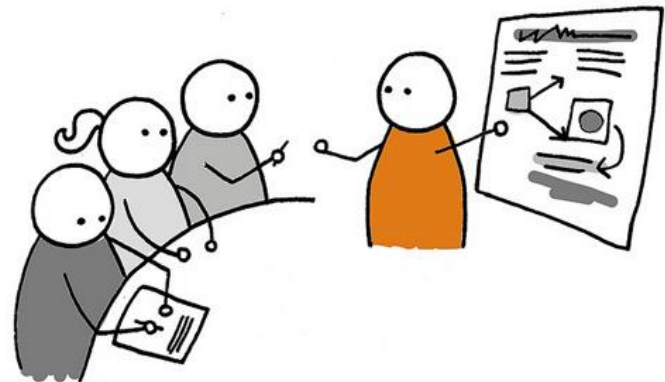


Experience

- **Previous work experience**

- company name and location
- your official title
- start and end dates (month and year)
- top 3-5 job duties **related to the position you are seeking**
- major accomplishments or awards. Be specific!

** Experience over 10 years old is not necessary to include. **



- **Volunteer experience**
 - Very important to include when lacking paid experience
 - Relate to job posting or position seeking
 - Can be formatted in same manner as work experience





Make it Shine

Make your resumé **easy to read**.

- **One** page, if possible.
- Single space; add spacing as needed for appeal.
- Fonts: Times New Roman, Arial, or similar.
- Font sizes (approximately):
 - **Text:** 10-11 point
 - **Headings:** 12 point
 - **Your Name:** 18 point
- Use incomplete sentences / phrases.



Organize

Put the most important, relevant facts in the **top 1/3** of the page to **grab** the attention of the reader.

- **Tailor your resumé** to fit each job for which you are applying.
 - Focus your skills and experience to the position.
 - Include explicit details.
- Look for **job specific requirements** in the **job posting** and integrate them into your resumé.
- Omit past job duties irrelevant to the position you are seeking.



Section Headers

Use commonly known **headers** that the employer can scan quickly, such as:

Professional Profile

Career Summary

Core Competencies

Skills

Qualification Highlights

Specialized Training

Professional Experience

Volunteer Experience

Honors and Interests

Affiliations



Sound smart!

- Utilize **high-level vocabulary** – descriptive verbs, adjectives and adverbs.
 - Utilize the [Synonym](#) option on your word processor
- Use **accomplishment** statements
 - Ask yourself: “How did I make a difference?”
 - Quantify by using ***statistics*** in your descriptions
 - Not this: “Made phone calls”
 - Use this: “Called 100+ customers daily to increase sales by 10%”



Proofread carefully

Be sure your resumé:

- Contains no grammatical mistakes
- Is honest
- Looks professional

Do **not** include:

- "References Available Upon Request"
- Personal information or wages
- "I" "me" or "my"

Save in **PDF** format before sending





Samples



[How to Write a Great Resume and Cover Letter](#)

How to Write a Great Resume and Cover Letter." *YouTube*. Harvard Extension School, 21 Sept. 2012. Web. 18 Sept. 2014.


Sample resumé's can be found at:

www.resume-magic.com/samples.html
www.QuintCareers.com/resres.html

Free Resumé Builder:
www.Gotresumebuilder.com



Create a separate **References** page.

1. Use the same heading as your resumé.
 2. Include 3 – 6 professional references (no personal references).
 3. For each reference, list:
 - Name**, Position
 - COMPANY
 - Address (optional)
 - Email
 - Phone number(s)
- 



Cover Letter

- A snapshot of you as a potential employee.
- Sets you apart from the other applicants.
- Describes how you can fulfill an employer's needs.

Do not...

- ... use a form letter.
- ... tell your life history.
- ... repeat your resumé.
- ... use humor or gimmicks.



[Video: Cover Letters](#)

