Resume Workshop

Objective: General Overview of Resume Writing

Can your resume pass the 10-second test ?

10 seconds is all the time an employer is going to give your resume in deciding to keep it or pass on it!

A Resume

- is the first meeting between you and the employer.

- tells a great deal about you.

- gets you the interview.

- is your calling card, so remember that "First impressions are lasting ones."

Resume Principles

- Convince employer that you are worth an interview

- Keep as brief as possible without sacrificing essential qualifications

Resume principles

- No ugly resume - format must be pleasing to the eye

- Do not lie, exaggerate or use words that the interviewer has to look up in a dictionary

- Focus on strengths and accomplishments

A good resume has balance

- Information and presentation

- You achieve the greatest possible positive effect when you share the right information in an easy-to-read format that looks professional!

Resume Do's

- Target your qualifications for a specific job

- Keep it to two pages or less

- Label your second page

- E-mail – keep it professional

Resume Do's

- No errors

- Pleasing layout

- List relevant work history…no more than 15 years back

- Update lingo

Be sure to include some "attitude" in your resume -

- Team Player
- Involved with -
- Contributed to –
- Served on –
- Volunteered to –

Power Words

Before Resume:

Maintained records for accounts receivable and payable

After Resume:

Managed over 1,000 accounts receivable and payable accounts working directly with the Chief Financial Officer

Before Resume:

I gave work assignments to staff of entry level accounting clerks

After Resume:

Directed workflow, supervised and trained accounting staff performing posting to general ledger, accounts receivable and payable accounts
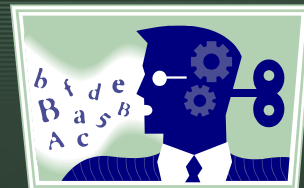
Resume Don'ts

- Avoid abbreviations and acronyms

- Never use pronouns such as: "I", "me", "my", "our"

- Never type - use a laser jet printer

- No fancy fonts, binders, layouts

Resume Don'ts

- Avoid lists of boring sentences

- Photographs

- Personal, family or health information

- References

- Folded resume

Types of Resumes

↗ Chronological

- ◆ most common

- ◆ listing of your jobs and experience with most recent mentioned first

- ◆ good for job seekers who have practical work experience with *long* periods of employment

- ◆ resume type most preferred by employers

Types of Resumes

↗ Functional

- ◆ focuses on your skills and accomplishments

- ◆ highlights what they are, not when you developed them

- ◆ good format for job seekers with lots of job experience and *many* jobs

Cover Letters

- Should give the employer a reason to look at the resume

- 3 to 5 bulleted points leading to the resume

- If the cover letter does not "speak well," the resume will not be read!

Resume and Cover Letter Help

- Be sure to check out the wealth of books about cover letters and resumes located in the Job Link Resource Room.

What is a scannable resume ?

⬈ Can be scanned into a computer using imaging technology

⬈ Employers can search for applicants using keywords

Scannable Vs. Conventional

⬈ Keywords are emphasized

⬈ Depending on the context, a scannable resume can be one to two pages

Scannable Format

- Avoid punctuation as much as possible
- Avoid vertical & horizontal lines as well as graphics
- Do not fold or staple
- Abbreviations - use only those known in your field
- Use Keywords Use fonts like Time New Romans, Courier New, Helvetica
  - size 10-12
  - **Bolding** and CAPITALS are acceptable as long as they do not touch each other
  - avoid condensing the spaces between letters and lines

In Summary

- Be sure your resume represents you in the best light possible.
- Use the correct resume form (functional or chronological) to highlight your skills, abilities, and work history.
- Use a good cover letter to get your foot in the door.

Change