Resume Writing

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What are we going to cover?

- How to think about your resume
- Resume formats
- How to choose a format
- Resume-writing software
  - Microsoft Word
  - Winway
- Parts of the resume
- Cover Letters

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Definition of a resume

A brief document providing a summary of an individual's accomplishments, including employment, education, and other professional and biographical information.

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The format of the resume

Chronological resume format

- Step-by-step breakdown of your career by dates
- Highlights the applicant's most recent position and moves backward in a linear time frame
- The most common resume format used
- Sample

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When to use the Chronological resume format?

- You have a steady work history
- To demonstrate upward mobility with one or more companies following a single career path
- You are applying for a job similar to your present or last position

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Functional resume format

- Allows a job applicant to highlight specific skills, responsibilities, and accomplishments
- Shifts the emphasis of the resume away from recent employment
- Sample

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When to use the Functional resume format?

- You are changing careers
- You are returning to the workforce after a long break
- You are student without a lot of experience

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Combination resume format

- Combines the Chronological and the Functional resume formats
- Demonstrates how your skills directly resulted in accomplishments for the company in both the skill sets and work history section
- Sample

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When to use a Combination resume format?

- You have a steady work history and diverse skill sets

- You are changing careers

- You want to include volunteer/internship experience

- Great for consultants because it specifies how they influenced the business's success

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Things to know before writing your resume

- Gather all employment history information.
- Have a way to save resume electronically (flash drive/email/Google Docs or SkyDrive)
- Microsoft Word
  - Resume Templates
  - Saving your work
- WinWay
- Websites for help

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Have a way to save your resume!

- Many employers prefer electronic resumes submitted via email or their websites.

- Saving a copy of your resume allows you to make changes in order to tailor it to specific jobs and employers.

- You can send yourself an email with your resume attached if you have no other way to save it.

Saving Your Resume (continued)

- Many online applications require you to cut and paste your resume into a field.

- You may want to save a copy of your resume as a text file (.txt) just for online applications.

- This does not allow for complicated formatting, but it ensures that the formatting will look the same to the person who reads your resume as it does to you.

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Microsoft Word 2007

- Download a resume template
  - You can choose one appropriate to your situation
  - Choose a style you like
- Replace the sample information with your information
- We offer Introduction to Word and Intermediate Word classes to help you learn the program

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How to access Resume tools in MS Word 2007

1. Click on the Button

2. Click on 'New'

Recent Documents

1 combinationsample_tcm24-2650.doc
2 chronologicalsample_tcm24-2649.doc
3 functionalsample_tcm24-2651.doc
4 2010 MIS calendar.doc
5 Doc1.docx
6 Louisville Music Archives.doc
7 broadway.docx

New

Open

Save

Save As

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Or choose 'Resumes and CVs'

How to name your resume file

- Format: Name resume.docx

- Example: Bill Jones resume.docx

- Do not call it resume.docx (a lot of people do)

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Resume Writing Software available in the Job Shop

WinWay – guides you through the process of resume writing.

- You enter the data, WinWay formats it.
- Can be customized for different looks
- Offers complete job descriptions that you can personalize according to your work history
- Allows you to choose a format
- Can be converted to different file formats, such as PDF, RTF, TXT

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File   Edit   View   Insert   Format   Go   Tools   Window   Help

Resume   Letter   Contact   Envelope   Interview $ Salary   Video   Resources   Jobs

▶ Headings
▶ Themes
▼ Tasks

Resume Wizard

Resume Wizard

Resume Wizard

- Please answer a few questions about your experience and education

- The Wizard will then create a resume outline based on your answers

Describe the job you are looking for

Primary job title (e.g. Elementary School Teacher)

School Teacher

Alternate job title (e.g. Class Instructor)

Job-related keywords (e.g. parents children lessons books)

0% Completed

Help   Cancel   Back   Next ▶

For Help, press   Page 1 of 1   NUM

Your Name
Your Street

Resume | Letter | Contact | Envelope | Interview | Salary | Video | Resources | Jobs

Themes

Tasks

Examples

Auditor

Format

Send

July 1, 2009

Human Resource Manage
Target Company
Department
Street address
City, State, ZIP

Dear Human Resource Ma

In response to your recent
<name of> position curren

As you can see from my e
diverse <types of> skills, n

I would appreciate the opp
convenient time. Thank you for your consideration.

Respectfully yours,

Your Name

Enclosure: Resume

Examples

Examples

Sort by
- ● Profession
- ○ Career situation

Step 1 - Select category:

Administrative Support

Step 2 - Profession:

- Admin Assistant
- Admin Assistant, Brokerage Firm
- Admin Assistant, Education
- Admin Assistant, Marketing Department
- Admin Assistant, Property
- Admin Assistant, Sales
- Ambulance Dispatcher
- Brokerage Clerk

Country   USA

Help   OK   Cancel

Resume   Letter   Contact   Envelope   **Interview** $ Salary   Video   Resources   Jobs

Topic

Interview Introduction

Close

Q Did you have any trouble finding us today?

Hint

◀ 2 / 5 ▶   ☑ AutoPlay   ▶   CC

Websites for Resume Help

- Check out the Resume/Cover Letter links on The Job Shop website (www.lfpl.org/jobshop)
  - These sites have all been vetted by librarians who found them useful and reliable.

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Typing the resume

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Formatting the Resume:
Make it readable

- Use a standard font – nothing too creative.
  - Use 12 pt if possible – no smaller than 10.
- Single space, with an extra line of space between each section.
- One inch margins are best

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General Tips

- Be truthful
    - Put yourself in the best light, but do not embellish or lie
- Be brief: 1-3 pages
- Target your resume: keep in mind the position and the employer, and what qualities the employer is looking for.
    - Use keywords, terms from the job post, industry buzzwords and standard terminology.
        - Kentuckiana Occupational Outlook
        - Career One Stop - Tools

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Write a powerful header

- Type your name on the first line
- Type your street address, city, state, zip code, home phone number and e-mail address right below
  - Use a permanent address, a professional-sounding email address, and make sure your voice mail's outgoing message is neutral.
- Separate each item on the second line using a conservative symbol (circle or blocks)

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Write a strong objective

- Must show that you are applying for THIS job and not just ANY job – mention the job title (or job category), but also mention skills and traits that make you a good candidate for the particular position

- 1 or 2 lines long

- Write the headline LAST! Stronger understanding of your key accomplishments.

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Examples of strong objectives

- To obtain an entry-level office position where my word-processing computer skills and attention to detail may be fully utilized.

- Experienced retail sales professional with strong track record of developing customer loyalty and managing retail sales operations

- Talented finance student with strong management skills and demonstrated record of academic success seeks position in business and finance industry

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Summary of Qualifications

- Especially for those who have long resumes – not everyone needs to do a summary.

- You have **10 seconds** to impress!

DON'T BE MODEST!

- Highlights your professional or academic career and the key achievements, skills and talents that you offer the employer – the ones that apply most to this position.

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What to include in the Summary

- Years of experience and areas of expertise in the field

- Awards or recognition

- Industry-specific certifications or professional training

- "Soft skills" such as communication skills or office administration skills such as multitasking

- Example

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Professional Experience Section

- Title of position

- Name of organization

- Location

- Dates of employment

- Work responsibilities – emphasize skills and accomplishments

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Professional Experience Section

- Showcase areas such as day-to-day responsibilities, special projects, committees, improvements for which you were responsible, people with whom you interacted and supported, and any awards based on performance

- Start every sentence with a verb, and write in the correct tense. Ex: "Manage" versus "Managed," not "Manages"

- Keep sentences short

- Volunteer/Intern? Include, especially if it's relevant to the position or if you have little professional experience.

- Highlight the aspects of each job that are most relevant to the position for which you are applying

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Education & Professional Development

- Most employers want to know where you received your education, your major and any degrees obtained.

- List your most recent degree first

- Leave off high school education and associate's degree if you have a bachelor's degree and a strong work history

- GPA should be listed if it is higher than 3.0, and mention honors or awards.

- If you are still in school or are a recent graduate with little or no work history, you can put this section before Professional Experience.

- REMEMBER – your education becomes less important as you move along your career path

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Education

- Write "Degree Expected" if you have not yet graduated; list a date if you know it.

- No college diploma? List high school diploma.

- No high school diploma/no GED? Do not include an education section.

- Show that you have been interested in staying current in your field – list:
  - Night school
  - Continuing Education
  - Seminars
  - GED
  - Library Computer Classes

- Irrelevant information can hurt you!

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Optional Sections

- **Computer Skills** (List programs with which you are proficient. Come to our free classes to gain more skills!)

- **Awards** (ex: *Salesman of the Year*)

- **Languages**

- **Professional Associations**

- **Certifications**

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References

- You do not have to list your references on your resume – write "Available Upon Request"

- Have the names and phone numbers of your references with you at the interview.

- Be sure to ask your references first if it is ok to use them

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Cover letters

The resume tells them about YOU…
now tell them **WHY THEY SHOULD CARE!**

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Always include a cover letter

A well-written cover letter makes a hiring manager **<u>want</u>** to read your resume.

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Research needed for cover letter

- ALWAYS research the company before writing the cover letter
  - Find out who is the hiring manager, or who will receive the letter
- Show them you cared to find out about them
- If you know about what they do, you can explain how you can fit in to their goals!
- **Business information here at the library**

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Format of Cover letter

1. Heading: the date, your name, your contact information
2. Greeting: address it to a specific person if possible
3. Opening: Introduce yourself, your reason for writing, how you learned about the position
4. Body: Address your skills and why they make you a match for the position and the company.
5. Closing: Mention that your resume is enclosed, that you desire to meet with the addressee, and that you will follow up on a certain date.

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Cover Letter - Tips

- Target your prospective employer – tactfully show off what you know about the position and the employer by explaining how your skills match the organization's needs and goals.

- Be brief (1 page), positive, professional, and polite (thank the reader for her time).

- Do not simply recite your resume.

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Need more help?

- **Jefferson Education Center**
  200 W. Broadway, 9th floor
  Louisville, KY 40202
  (502) 213-4520

- **Kentucky Office of Employment & Training**
  6th & Cedar
  Louisville, KY 40202
  (502) 595-0099

- **Nia Center**
  2900 W. Broadway, Suite 100
  Louisville, KY 40211
  (502) 574-4100

- Please see Kentuckiana Works's website for more sites

  http://www.kentuckianaworks.com/

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The End

Thank you for coming!

Good luck with your resume!

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