Resume Reminders

Keep in mind:

"A resume alone cannot get you a job. However, it can lose you a job."

Question: What do employers do with resumes?

During the initial review, applicants' resumes are usually separated into piles of "keep looking at this person" and "recycle bin"

Question: How long do they take to decide on which pile?

A first look gets maybe 20-30 seconds; some sources say as little as 6 seconds

Question: What does this mean for you?

You need to make a good impression in a hurry

Question: What should you keep in mind in order to do that?

You need to look at your resume as though you were the employer – and you had 50 resumes on your desk to go through in the next hour

Question: What do employers look for?

- **What qualifies you for the job** – put these qualifications right at the top, and they need to be tailored to the specific job for which you are applying.
- **That it looks planned and organized** – neatness counts, be consistent in style.
- **That it is literate** – grammar, spelling, punctuation, and those things count.
- **That it is complete** – have all the pertinent, relevant information like who your past jobs were for, when you held them, what you did in them that relates to this job.
- **That it is succinct** – keep it to one page if you're young; two pages is all right if you have quite a bit of work experience.

Also remember:

- **Make it look clean** – simple fonts, white space, bullet points. Fancier is not better.
- **Don't put things in paragraph form.** Remember, they're in a hurry and won't work to pick out your qualifications; make them easy to find by using bullet points.
- **Don't use "I"** – that's just the accepted style for a resume. Plus, they already know it's you.

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- **Select the best format** - the common formats are chronological, functional and combination.

- **Include:** Name, address (this is optional), phone number, e-mail address; job objective (this is optional); education and training; dates of employment; employer names; job titles; work experience; volunteer work; military service; skills; professional memberships; summary or highlights of qualifications. Have a separate page for references (personal acquaintances, past job supervisors, college instructors; don't include family and friends).

- **Arrange** information on the resume in order of importance, with most important at the top.

- **Emphasize the skills** you have that are the same as the skills required to do the work.

- **Use the terminology** of the occupation for which you are applying.

- **Use short statements,** not full sentences.

- **Use action verbs** in your descriptive phrases.

- **Keep it "uncluttered"** by using margins and good spacing to provide some white space around the text.

- **Avoid unnecessary words** such as: a, as, the

- **Use an "easy to read" type font** throughout your document (Calibri and Arial are good examples).

- **For a "different" look for things like section headings** (Skills & Qualifications, Experience, Education), use different text sizes or bold type, not a variety of fonts.

- **Be sure your name stands out.** It should be in bold face, and at least two point sizes larger than everything else on the page.

- **Complete a rough draft** before doing the final version you will submit to the employer.

- **Proofread** it and or have someone else proofread for neatness, spelling and clarity of information.

- **Be brief and concise:** 1 page if you're just starting out; 2 pages if you have more experience.

- **Be consistent** in grammar and format.

- **Be accurate, truthful and complete** regarding your education, experience and skills that fit the job.

- **Use volunteer work** as work experience when it shows you have skills or interests that pertain to the job you are seeking – just be sure to label it as "volunteer" in the job title.

- **Contact your references** and ask permission before you list them. Your best references are people who know your skills and interests, such as former supervisors or teachers, or customers who have received your service. Do not use relatives.